

CITY OF NATALIA

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JOB DESCRIPTION: CODE ENFORCEMENT/POLICE OFFICER
JOB STATUS: FULL-TIME
PAY SCALE: \$13.00 - \$15.00 per hour

SUMMARY OF POSITION:

Responsible for monitoring and investigating violations of state and federal laws, including city codes, ordinances, regulations, and complaints. Officer shall perform several fundamental duties of enforcement and control; initiating contact with violators, applying the necessary methods for the issuance of violation notices, warnings, citations, and other correspondence specifying corrective actions for compliance; additionally, performing routine follow-ups on violations and complaints. This Officer shall also perform a variety of technical tasks relative to the assigned duties and responsibilities of the position.

MINIMUM EDUCATION, CERTIFICATIONS AND TRAINING:

1. Must be a citizen of the United States.
2. Must be at least 21 years of age.
3. Must have a high school diploma or a general education development certificate (GED).
4. Must possess a valid Texas Class "C" Driver's License.
5. Must currently be licensed as a peace officer by the Texas Commission on Law Enforcement.
6. Possession of, or ability to obtain, a Texas Department of Health Basic Code Enforcement Certification within one-year of employment.
7. Possession of, or ability to obtain, a Texas Department of Health Basic Animal Control Officer Certification within one-year of employment.
8. Must speak, read and write in English; Bilingual preferred but not required.

MINIMUM KNOWLEDGE, EXPERIENCE, SKILLS AND ABILITIES:

1. One year experience in the police, code, and/or animal control field.
2. Must be able to read, interpret and enforce applicable city, state and federal laws, codes, and ordinances.
3. Must be able to provide administrative support to administration, police and municipal court.
4. Acceptable office practices, procedures and use of standard office machines, computers, Microsoft Office, CopSync, and other data software programs necessary to fulfill job duties.
5. Accurate record keeping, organization and maintenance of files.
6. Preparing and understanding daily, periodic and special reports.
7. Effective public relations with citizens, co-workers and associates; treating all with respect and courtesy.
8. Understand and carry out oral and written instructions.
9. Must be able to apply proper grammar and mathematics in all written and verbal communications.

DUTIES AND RESPONSIBILITIES:

- Perform duties of a peace (patrol) officer; responds to emergency calls, accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, illegal drug related activities and abuse, etc.
- Participates in joint enforcement efforts with local law enforcement agencies, and other state or federal enforcement agencies on special projects or assignments.
- Renders assistance at scenes of accidents, traffic and safety control, provides emergency transportation assistance, aids medical and fire emergency agents.
- Patrols, police, inspects, monitors, and responds to alleged violation activities within the city; address incidences of violations or concern; takes appropriate law enforcement action; conducts investigations of potential violations; gathers evidence; questions complaints, witnesses, and violators; compares facts to code requirements; makes findings; and issues warning letters, correction notices, issues citations, and files complaints to the municipal court.
- Keeps accurate and organized documentation of all actions, activities, and notices issued of violation. Maintains records and reports of inspections, surveillance and enforcement activities; prepares reports as required.
- Performs routine follow-up inspections to ensure compliance.
- Meets with citizens who are in violation of codes; explains, interprets, and provides guidance regarding all applicable codes within area of responsibility to property owners, tenants, and other interested parties to comply with codes.
- Performs research to determine the approved conditional uses of property; researches ownership and takes action to enforce codes.
- Responds to public inquiries and complaints; examines area, provides information if violation exists; resolves complaints in an efficient and timely manner.
- Assists in preparing case reports for court or administrative proceedings; testifies in court and at administrative proceedings as necessary.
- Adheres to assigned work schedule and provides updates to the Chief of Police and City Administrator regularly.
- Drafts and distributes a variety of correspondence, memorandums, notices, flyers, brochures, and reports relating to code compliance issues and actions; reviews codes and provides input of better methods of enforcement practices and procedures.
- Responds to, and investigates complaints and violations of animal control ordinances or animal control nuisances; apprehending stray, diseased or dangerous animals; handling animals with caution and care.
- Uses best judgment and practices safety techniques and procedures during the capture, restraining, and transportation of an animal.
- Investigates violations of animal control ordinances and issues warnings or citations as required; educating pet and property owners of animal control code regulations.
- Compiles a variety of data regarding animal control data, prepares daily, monthly, and annual reports.
- Assists in overseeing the application process, assessment of fees and payment in the issuance of permits, registrations, filings, reporting, and other services related to the job duties and functions.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work is performed mostly

in field settings. Considerable outdoor work is required in the inspection of various land uses and other matters. Hand-eye coordination is necessary to operate vehicles, computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

BENEFITS:

To enroll and receive any employee benefits, the employee must successfully complete his or her probationary period, unless otherwise specified.

- MEDICAL INSURANCE 100% Employee premium provided by City.
- DENTAL INSURANCE 100% Employee premium provided by City.
- VISION INSURANCE 100% Employee premium provided by City.
- LIFE INSURANCE 100% Employee premium provided by City.
- RETIREMENT PLAN 1-1% Matching Ratio (5% employee contribution required).
- HOLIDAY PAY 11 days annually.
- SICK LEAVE Accrues 96-hours annually (720 hour maximum accrual).
- VACATION LEAVE Determined by the number of years employed.

ORGANIZATIONAL RELATIONSHIPS:

Department: Police
Direct Supervisor: Chief of Police
Reports To: Chief of Police, and City Administrator
Supervises: This is a non-supervisory position.
Other Relations: Works with Police, Public Works, Administration, Municipal Court, Contractors.

**THE CITY OF NATALIA IS AN EQUAL OPPORTUNITY EMPLOYER,
AND A DRUG-FREE ENVIRONMENT.**

I, _____, understand the job description of the position I am applying for, and am able to perform the duties described. I also understand that any offer of employment is conditional upon results of my drug and alcohol screening, physical exam, and criminal background check.

Signature of Applicant

Date