

**Job Announcement  
City of Social Circle, Georgia  
Code Enforcement Officer**

**Part-Time**

**Non-Exempt**

**Closes: Open until filled**

Social Circle is a historic community that is located approximately 45 miles east of Atlanta in the Historic Heartlands section of Georgia in rural Walton County. The population of the city is approximately 5000. We are a small town with a big heart, and we are a community proud of its history. We are actively seeking ways to maintain our small-town atmosphere, to preserve our quality of life, and to create the best business climate for quality growth. We believe that Social Circle is "Georgia's Greatest Little Town." Our pride in our city is reflected in our community's commitment and dedication to excellence. The City of Social Circle is an equal opportunity employer, and we maintain a drug free workplace.

**JOB SUMMARY:**

Under the general direction of the Fire Chief or designee this position is responsible for the enforcement of local codes and ordinances.

**Major Responsibilities and Duties:**

1. Receives and responds to citizen complaints concerning municipal ordinance violations.
2. Performs code violation inspections; takes photographs and collects other evidence; prepares inspection and case files for court.
3. Reinspects properties to determine if corrective action has been taken.
4. Issues notices of violation, cease and desist orders, citations, etc.; posts court orders, stop work orders, and other public notices.
5. Prepares documentary evidence and testimony and presents cases to prosecute in Municipal court.
6. Educates property owners and tenants on applicable codes and ordinances.
7. Maintains and provides case documentation in relation to open records requests.
8. Identifies and locates property owners by researching property deeds and tax records.
9. Prepares reports and maintains records regarding inspections activities including inspections made, violations discovered, operates personal computer, tablet, cell phone, camera to record and maintain inspection data.
11. Conducts regular field inspections throughout the City to ensure compliance with City's codes, ordinances, and regulations related to zoning, land development, signs, litter, debris, abandoned vehicles, business licenses, and health and sanitation
12. Performs other duties as required.

**Knowledge, Skills, and Abilities:**

1. Knowledge of local, state, and federal laws related to code enforcement, private property, record retention, and due process.
2. Knowledge of municipal code enforcement principles.
3. Knowledge of city ordinances, zoning laws and regulations.
4. Knowledge of records management practices.
5. Knowledge of modern office principles and practices.
6. Skill in use of computer and job-related software programs.
7. Skill in preparation of clear and precise administrative reports.
8. Skill in oral and written communications.
9. Ability to interpret codes and ordinances and enforce them with tact, firmness, and impartiality.

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10. Ability to read maps and plats.
11. Ability to communicate effectively with the public and to handle stressful or hostile situations.
12. Ability to establish and maintain effective working relationships with property owners, residents, and the public.
13. Ability to listen empathetically and develop creative solutions with property owners, residents, and the public to achieve code compliance while building positive relationships across the community.

**Other Requirements:**

1. This work is typically performed while walking or standing. The employee will occasionally lift heavy objects.
2. This work is typically performed in an office and outdoors, occasionally in cold or inclement weather. Work requires the use of protective devices such as masks, goggles, gloves, etc.
3. Ability to drive and operate any assigned vehicles and equipment in a safe and efficient manner.
4. This is a part time, 20-30 hours per week position. Starting Salary competitive based on qualifications and experience.

**Desirable Qualifications:**

**Education and Experience**

1. High school diploma or equivalent
2. Experience in customer service and document preparation
3. Possession of or ability to obtain a valid driver's license from the State of Georgia for the type of vehicle operated, and a satisfactory motor vehicle record (MVR)
4. Possession of, or ability to obtain within three (3) years of hire, certification as a Code Enforcement Officer issued by the Georgia Association of Code Enforcement (GACE) Level 2.
5. Georgia Association of Code Enforcement (GACE) Level 3 preferred
6. Three (3) years of experience in code enforcement, law enforcement, residential or commercial building inspections, or related fields

**How to Apply:**

Application is available on the City website:

- Email: [tduval@socialcirclega.gov](mailto:tduval@socialcirclega.gov)
- Mail or in person: City of Social Circle  
Attn: Teresa Duval  
PO Box 310  
166 N. Cherokee Road  
Social Circle, GA 30025