

# WALLA WALLA COUNTY

P.O. Box 1506 □ Walla Walla, Washington 99362  
Phone: (509) 524-2600 □ Fax: (509) 524-2603

## EMPLOYMENT OPPORTUNITY

### Community Development Department

**Position:** Code Compliance Officer  
**Starting Salary:** \$3,886 - \$4,280 per month DOQ, DOE  
**Location:** Community Development Department  
**Employment Type:** Full-time (40 hrs/wk), Benefits Apply, Courthouse Union

**Closes:** November 25, 2020 at 4:00 p.m.

**Brief Duties and Responsibilities:** Position achieves public compliance with County codes pertaining to land uses, building, fire prevention, residential burning, nuisances and related issues by responding to complaints using available resources to investigate possible violations of Titles 15-18 of the Walla Walla County Code and Nuisance Code Chapter 8.24. Code compliance is a highly visible and core function of the Community Development Dept. Position administers the County's Residential Burn Program and assists the Fire Marshal with implementation of the Fire Code. See the job description for the complete list of essential functions and qualifications.

**Working Conditions:** Required to sit and/or stand and/or operate a vehicle for extended periods of time. Require sufficient hearing and speech ability to communicate verbally. Require manual dexterity and visual acuity to operate a computer, telephone and peripherals. Able to lift up to 20 pounds, bend and reach. Could potentially work outside in adverse weather (extreme heat, cold, snow). Must be able to operate a vehicle in all road conditions and have visual ability to drive after sunset.

**Minimum Qualifications:** Bachelor's degree with coursework in Public Administration, Building, Planning or a closely related field and minimum of two (2) years of county or city government experience in code enforcement OR an Associate's Degree with coursework in Public Administration, Building, Planning or a closely related field and four (4) years of county or city government experience in code enforcement OR any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required. Proficiency in Microsoft Office Suite to include Outlook, Word and Excel. Prefer bilingual (English Spanish).

**Application:** Walla Walla County application, resume and cover letter required. Visit the County website at [www.co.walla-walla.wa.us](http://www.co.walla-walla.wa.us) to download a copy of the job description and to apply online. Mailing address: Human Resources/Risk Manager, PO Box 1506, Walla Walla, WA 99362, fax (509)524-2603, voice (509)524-2600, email [hr@co.walla-walla.wa.us](mailto:hr@co.walla-walla.wa.us)

**SELECTION IS BASED ON QUALIFICATIONS, BACKGROUND CHECK, DRIVING RECORD CHECK, AND ORAL INTERVIEW.**

**EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER / ADA COMPLIANT**