

**CITY HALL**

400 Ella Street | Beatrice, NE 68310

Phone: 402.228.5200 Fax: 402.228.2312

SERVICE CENTER

500 North Commerce Street | Beatrice, NE 68310

Phone: 402.228.5211 Fax: 402.223.5181

**CODE ENFORCEMENT OFFICER
(Part-time)****GENERAL DUTIES**

- Investigate property conditions and initiate procedures to abate or correct violations on public and private residential, commercial, and industrial property, involving zoning ordinances, public nuisances, property maintenance, junked motor vehicles, and other issues related to the health, safety, and welfare of the community.

SKILLS REQUIRED

- Operate a digital camera, computer, and/or tablet/iPad.
- Ability to testify in a court of law to provide testimony in trials on behalf of the City.
- Ability to write reports, letters, inspection warrants, and other materials to document observations and violations.

QUALIFICATIONS

- High school diploma or equivalent.
- Must be at least eighteen (18) years of age.
- Must possess a valid driver's license and maintain an insurable driving record.
- Knowledge of the City's zoning and nuisance ordinances, including the International Property Maintenance Code (IPMC 2009).
- Must obtain IPMC certification.

COMPENSATION

Starting hourly rate for this position is \$12.00. Hours worked range from 10 to 20 hours per week.

APPLICATION PROCESS

Applications are available in the City Clerk's Office or online. Send application or resume to the following address:

City Clerk
400 Ella Street
Beatrice, NE 68310

Applications must be received by 5:00 p.m. on October 2, 2015.