



Code Enforcement Officer

Employer: City of Charles Town, WV

Application Deadline: Friday, May 3, 2024 at 3:00 pm or until filled

Annual Compensation: \$52,998 (City Pay scale Grade 4) depending upon experience and certifications.

To apply: submit a completed city employment application form to the City of Charles Town, ATTN: Director of Community Development, Alissa Meeks, PO Box 14, Charles Town, WV 25414. An applicant may submit a resume with the city employment application but may not submit as a substitute. Applications that are emailed to the city should be email to ameeks@charlestownwv.us.

Description: Charles Town seeks applicants for the position of Code Enforcement Officer. This position manages the administration, inspection, and enforcement of all city codes related to public nuisances, property maintenance and zoning code compliance. This position will also be responsible for, after receiving appropriate certifications, the enforcement of state and local property maintenance code compliance.

Qualifications: applicants will have three years of progressively responsible building trade, contractor, or related experience. Applicants must also have a high school diploma/equivalent and a valid WV driver's license. Certification as a building inspector, completion of a building trade apprenticeship program, or an Associate's degree/vocational school in a construction-related field may be substituted for experience. Applicant must have strong working knowledge of technology including skills in data entry, report writing and effective organizational and communication skills.

A complete job description, list of qualifications, and application form are available for review at www.charlestownwv.us under the drop down menu *Government – Job Vacancies*. The City of Charles Town is an Equal Opportunity Employer.