

**POSITION OPENING
CODE ENFORCEMENT OFFICER**

The City of Eminence has an opening for a part-time code enforcement officer.

Minimum qualifications are graduation from high school or equivalent. Applicant must exhibit the ability to communicate verbally and in writing and the ability to communicate with citizens in an amicable fashion so as to seek resolution of compliance issues on a voluntary basis.

Must satisfactorily pass physical, drug screen. Background check will be performed.

Applicant must be able to examine and scrutinize conditions of real estate and structures in the City of Eminence to determine compliance with city ordinances. Communicate with citizens to attempt to obtain voluntary compliance with property maintenance provisions of city ordinances. Take enforcement action on behalf of the City through written communications with property owners and occupants to enforce city ordinances. Initiate legal action on behalf of the City through the courts, if necessary to enforce property maintenance standards; and any such other ancillary duties as may be necessary to enforce city regulations in regard to minimum property standards and otherwise take steps to beautify and make safe all properties in the City of Eminence, Kentucky.

Hourly Range: \$10.26 -17.96 (Based on Experience).

Applications and voluntary EEO Survey can be obtained from the City's website at www.eminenceky.com under Forms tab and should be turned into City Hall by November 28, 2018 at 3:30 p.m.

Question may be directed to Mayor Drane Stephens at 502-845-4159

City reserves the right to reject any or all applications. The City of Eminence is an Equal Opportunity Employer and does not discriminate on the basis of disability.