

**CITY OF LAKE WORTH  
EMPLOYMENT OPPORTUNITIES**

**CODE COMPLIANCE COORDINATOR**

The City of Lake Worth invites qualified individuals to apply for the position of Code Compliance Coordinator.

Closing: Open Until Filled

This position is based on a **40 hour work week** with a pay range of **\$18.17 - \$20.00 per hour**. This position will work at Utilities Building located at 1900 2<sup>nd</sup> Avenue North, Lake Worth, FL 33461.

In addition, this position offers:

- **Vacation and Sick Leave Accruals**
- **13 Paid Holidays**
- **City of Lake Worth Medical Benefits that include Life Insurance, Dental and Vision coverage**
- **Retirement Plan**

**SUMMARY:**

Under limited supervision, coordinates, manages and researches legal description of properties related to code violations, performs a variety of secretarial and clerical functions for one or more staff/management personnel following established procedures and practices; and performs related duties as assigned.

**ESSENTIAL FUNCTIONS:**

*(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Coordinates administrative functions of the Community Code Compliance Division.
2. Supervise administrative support staff for Community Code Compliance Division.
3. Manages Code Compliance database.
4. Researches legal ownership and legal description of properties.
5. Prepares forms for ownership search and filing.
6. Answers, screens, direct or refer incoming calls, mail and visitors.
7. Researches unclaimed or undeliverable mail using records from the tax collector, property appraiser, index, abstra16.80ct, probate or other sources.
8. Researches liens, mortgages and deeds for problem properties.
9. Verifies property ownership for routine violations.
10. Composes, types, and edits a variety of correspondence, reports, memoranda, and other material from written draft.

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11. Other duties as assigned related to the overall mission of the Department for Community Sustainability.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the City's governmental organization, policies and procedures.
- Knowledge of general office procedures, methods and equipment.
- Knowledge of real estate terminology, legal procedures and property descriptions.
- Knowledge of public relations and customer service principles, practices and techniques.
- Knowledge of a variety of computer software, including word processing and spreadsheet applications.
- Knowledge of basic accounting or business practices and methods.
- Skill in typing and word-processing.
- Skill in operating a variety of office equipment, including personal computers, telephones, calculators, computer terminals, and typewriters.
- Skill in preparing and maintaining accurate records, reports, and files.
- Skill in researching a variety of public records using local, state and federal resources.
- Skill in handling and prioritizing multiple projects.
- Skill in coordinating calendars, appointments, room assignments, etc.
- Skill in understanding and following oral and written directions.
- Skill in utilizing public relations techniques in responding to inquiries and complaints.
- Ability to establish cooperative work relationships with those contacted in the course of work.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:**

Position involves light to moderate work in an office setting. There is frequent need to stand, stoop, walk, sit, occasionally lift light objects (up to 10 pounds) and perform other similar actions during the course of the workday. The City of Lake Worth promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

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**MINIMUM QUALIFICATIONS:**

Associates Degree and five (5) years of clerical or office experience, or any equivalent combination of training and experience. **Must possess or obtain F.A.C.E. (Florida Association of Code Enforcement) Level II with six (6) months of employment.** Real estate experience preferred. Paralegal training and experience preferred. A valid Florida driver's license is required. National Incident Management System (NIMS) Series 100, 200, 700 and 800 certifications must be attained within six (6) months of hire date.

**PROCEDURE FOR APPLYING:**

Interested parties should forward a completed application packages to:

**City of Lake Worth**  
**Attn: Human Resources**  
7 N. Dixie Highway  
Lake Worth, FL 33460

Or visit our website at: [City of Lake Worth, Florida](http://www.lakeworth.org)

Each application package should include the following:

- Resume of previous work experience and cover letter summarizing relevant experience
- City of Lake Worth Application

<https://www.lakeworth.org/files/files/hr/Employment%20Application.pdf>

**Applicants for positions with the City of Lake Worth should know and be aware of the following:**

Please note incomplete applications will not be considered. Applications will be received until the position is filled. Submission of an application does not guarantee the applicant an interview.

Applicants for employment who become candidates for available employment positions should note employment is contingent upon satisfactory completion of all reference checks and pre-employment physical satisfaction. Upon request, information on the nature and scope of an inquiry will be provided under FS 119.

Furthermore, most of the job classifications within the City of Lake Worth workforce are covered by Collective Bargaining Agreements with the Public Employees Union (PEU), Professional Managers and Supervisors Association (PMSA), and International Brotherhood of Electrical Workers (IBEW). Consistent with Chapter 447 of the Florida Statutes, a bargaining unit employee has the right to join or not join the union. However, the Union is not obligated to represent a non-member.