JOB DESCRIPTION

POSITION: CODE AND ORDINANCE ASSISTANT

SUPERVISOR: CODE ENFORCEMENT OFFICIAL

SALARY RANGE: $17.00 HOURLY 1 FTE

NATURE OF WORK: Provide assistance to the Code Enforcement Official to enforce pertinent codes and ordinances. Coordinates with Tribal Departments, local partners and jurisdictions. Educate the community and individuals on Skokomish Indian Tribe’s codes and ordinances, violations and remedies.

REPRESENTATIVE ACTIVITIES:
1. Working Knowledge of the Skokomish Tribal Codes and Ordinances.
2. Assist with Complaint Investigations.
3. Assists with code and ordinance enforcement as directed by the supervisor.
4. Work with appropriate Tribal departments.
5. Must have strong organizational, communication and interpersonal skills.
6. Work with individuals to review violations, explain requirements and intent of codes and explain options and procedures to gain compliance.
7. Assist with the development of resources of approved disposal sites.
8. Code Enforcement Certification within 6 months of hire.
9. Computer experience with word processing and spreadsheets.
10. Must be able to work as a team environment
11. Other duties as assigned by supervisor.

MINIMUM QUALIFICATIONS:
1. High School Diploma or GED.
2. Familiarity and knowledge of the Skokomish Community.
3. Experience working in a team environment.
4. Candidate must have a valid driver’s license and be eligible for the Tribe’s automobile insurance.
5. Must be able to work in a team environment.
6. Strong organizational, communication and interpersonal skills preferred.
7. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.

Behavior standards: Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective
communications with customers and other tribal employees. Gets along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

CONFIDENTIALITY: The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

DRUG-FREE WORKPLACE POLICY: The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Skokomish Tribal policy, this position requires pre-employment drug testing.

PREFERENCE: The Skokomish Tribe’s Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. Applicants not entitled to, or who fail to claim Indian Preference, will receive consideration without regard to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

This position is at will and does not create a contractual relationship between the tribe and the employee.

APPLICATION INSTRUCTIONS

Application must be filled in completely (Do not write see resume). APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT and TURNED IN BEFORE CLOSING DATE WILL NOT BE CONSIDERED

NOTE: Resumes and Cover Letters are only accepted in support of the application

JOB DESCRIPTION APPROVAL:

CEO: ________________________________ Date: ________________

Employee: ________________________________ Date: ________________

8.