VACANCY ANNOUNCEMENT

POSITION TITLE: CODE ENFORCEMENT ASSISTANT
SUPERVISOR: CODE ENFORCEMENT OFFICIAL
OPEN: UNTIL FILLED
SALARY: $17.00 HOURLY 1 FTE

REPRESENTATIVE DUTIES INCLUDE: 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. Working Knowledge of the Skokomish Tribal Codes and Ordinances. Assist with Complaint Investigations. Assists with code and ordinance enforcement as directed by the supervisor. Work with appropriate Tribal departments. Must have strong organizational, communication and interpersonal skills. Work with individuals to review violations, explain requirements and intent of codes and explain options and procedures to gain compliance.

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.

Behavioral 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.

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

MUST RECEIVE APPLICATIONS: Open Until Filled. The Skokomish Tribe’s Policies and Procedures apply to this position, including Indian Preference, Confidentiality and Drug-Free Workplace. Contact the Personnel Office for a full job description and information on this position or the Skokomish Indian Tribe’s policies.

Reviewed and approved
CEO Initial: ____ Date: ______

6/27/2023