



## Code Compliance Officer (CD)

**Hiring Range: \$45,675 - \$66,595 Annually**

**The Hanover County Planning Department is seeking an enthusiastic, detailed oriented driven professional to join our team. If you have a discerning eye for details and a passion to help others foster new communities, we encourage you to apply!**

**General Description:** This is a professional, technical position. The incumbent performs routine and complex tasks to ensure compliance with zoning ordinances and requirements.

**Organization:** The Code Compliance Officer position is part of Hanover County's Career Development Program (CD). The Code Compliance Officer has four (4) levels ranging from Code Compliance Officer 1 to Code Compliance Officer-Sr. The Code Compliance Officer reports to the Zoning Administrator and supervises no staff.

### **Essential Functions:**

- Gathers, selects compiles, and analyzes data pertaining to zoning enforcement activities.
- Conducts field inspections.
- Investigates zoning complaints and attempts to resolve violations.
- Responds to inquiries related to planning/zoning problems and procedures.
- Prepares notices of violation and obtains summonses for court action on violations.
- Assists the public with applications and information concerning all developmental ordinances.
- Reviews the plans and applications for Building Permits.
- Maintains records concerning Building Permits, and related matters.
- Prepares for and testifies in court.
- Prepares staff reports for Board of Zoning Appeals (BZA).
- Performs related work as assigned.

For more information or to apply for this position, please visit our career site at [www.hanovercountyjobs.com](http://www.hanovercountyjobs.com) or call (804) 365-6075.