

## **City of Florala**

### **Enforcement Officer Job Description**

**Supervisor:** Chief of Police/Assistant Chief of Police/Mayor

**Supervisory Responsibility:** None

**Job Summary:** The Enforcement Officer performs a range of duties to protect public health and safety through the enforcement and resolution of violations of City Ordinances, Rules, and/or Policies and Procedures and may be assigned other duties not specifically stated. Works under the supervision of the Chief of Police, Assistant Chief and Mayor.

**Primary Work Location:** Requires outdoor work in all weather; Requires some work performed indoors while sitting at a desk or table.

**Physical Requirements:** Must be physically fit to stand, walk, sit, crouch, climb, and kneel on a regular basis; must be able to regularly lift or move up to 25 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds. Must be physically fit to run quickly should the occasion arise.

**Job Responsibilities Include:**

- Issue warnings and/or citations for violations of City Ordinances as well as established Rules and/or Policies and Procedure within the City limits.
- Transport, deliver warrants and/or subpoenas as needed for the Police Department.
- Testify in court if needed.
- Aids Florala Police Department Officers as assigned.
- Serves as escort for funeral processions.
- Enforce parking and boat launch regulations as well as perform security patrol on Saturday and Sunday beginning the weekend of Memorial Day and ending the weekend after Labor Day at Lake Jackson Park.
- Receive and respond to animal complaints, including animals at large, stray, vicious, abandoned, nuisance, etc.
- Apprehend stray or at large animals for impoundment.
- Care for shelter animals that have been apprehended and clean and sanitize kennels, cages, and dishes.
- Determine ownership of animals at large.
- Investigate incidences of animal cruelty, dog bites, and dog attacks.
- Apprehend diseased or injured animals.
- Handle vicious animals and/or displeased/irate citizens regarding animal incidence while utilizing officer safety.
- Remove dead animals from roadways.
- Prepare reports, documents and preserve evidence.

- Performs follow-up tasks to ensure problems or issues are corrected.
- Perform other job-related tasks as assigned.

**Essential Knowledge and Abilities** (\*Can be acquired on the Job)

- \*Knowledge of City ordinances, rules, regulations, policies and procedures.
- \*Knowledge of City geography.
- Knowledge of general office practices, methods and computer/software/Internet usage.
- Ability to work independently and carry out assignments to completion with minimum supervision.
- Ability to adhere to prescribed routines and practices, and to make reports requiring extreme accuracy.
- Ability to work for extended periods of time, occasionally in adverse weather conditions.
- Ability to interpret and apply federal, state and local laws, codes and regulations including administrative and departmental policies.

**Essential Skills**

- Manage stress effectively without it interfering with performance.
- Organize, set priorities, and exercise sound independent judgment within areas of responsibility.
- Communicate clearly and effectively, both orally and in writing.
- Communicate and work effectively with employees of all departments and the public.

**Minimum Qualifications**

- Possess a high school diploma or GED.
- Possess a current and valid driver's license; must be insurable.
- Pass a pre-employment background check and an initial drug screen.
- Pass a physical agility test.
- Experience as a police or reserve officer is preferred.

**Compensation:** Enforcement Officer Step 1 New Hire Compensation Plan

*Floralis is an equal opportunity employer.*