

800 W. Main Street
Clarksville, TX 75426



Main: 903-427-3834
www.clarksvilletx.com

**CITY OF CLARKSVILLE
SEEKING APPLICANTS FOR
CODE ENFORCEMENT OFFICER**

Job Title: Code Enforcement Officer Date: 3-1-2018
Work Location Address: 800 W. Main Street, Clarksville, TX 75426
Refer to: Chief of Police, Larry Whittington Telephone: 903-427-3834 Ext. 263
No. of openings: 1 Duration of Job: Full-Time (40+ hours/week).
Shift Schedule: Monday thru Friday 8 a.m. to 5 p.m.
Starting Wage: \$12.50 / hour

MINIMUM EDUCATION, EXPERIENCES AND TRAINING REQUIRED:

High School Diploma or GED; Valid Texas Driver's License; Experience, Basic Code Enforcement Certification preferred; otherwise, attain Basic Code Enforcement Certification within a year after 90 day probation.

GENERAL DESCRIPTION:

Duties require sound technical judgment in multiple disciplines and discretions with regards to code compliance. Responsible for the combat of illegal dumping, littering, lots with overgrown vegetation and the repair or demolition of vacant and dilapidated structures. Regularly canvass the city to see that codes are adhered to, responding to resident complaints in a timely manner and taking the necessary action to research properties for proper ownership and proceeding with the process of enforcing state and local code.

Applicants may view the complete job description at www.clarksvilletx.com

Completed application will be accepted at the following location, via facsimile or email:

CITY OF CLARKSVILLE
ATTN: Chief of Police, Larry Whittington
800 WEST MAIN ST. CLARKSVILLE, TX 75426; or
Fax (903) 427-3907; or Email: chiefwhittington@gmail.com

****Position Open Until Filled**
AN EQUAL OPPORTUNITY EMPLOYER**