

800 W. Main Street
Clarksville, TX 75426



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

CITY OF CLARKSVILLE
SEEKING APPLICATIONS FOR
CODE ENFORCEMENT OFFICER

Job Title: Code Enforcement Officer Date: 10/05/2018
Work Location: 800 West Main St, Clarksville, TX 75426
Refer to: Chief of Police Telephone: 903-427-3834
No. Of Openings: 1 Duration of Job: Full-Time (40 hours)
Shift Schedule: Monday thru Friday 8 am to 5 pm
Salary Range \$12.00 to 13.00

MINIMUM EDUCATION EXPERINECE AND TRAIING REQUIRED

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

GENERAL DESCRIPTION:

Duties require sound technical judgement 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 and 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 applications will be accepted at the following location, via fax or email;

CITY OF CLARKSVILLE
800 West Main St
Clarksville TX 75426
Fax 903-427-3907
Email: Citysecretary@suddenlinkmail.com

*Position Open Until Filled
AN EQUAL OPPORUNITY EMPLOYER