

VACANT POSITION

DEPARTMENT: Code Enforcement

OBTAIN APPLICATION: [Careers with Spalding](#)

SUBMIT APPLICATIONS TO: employment@spaldingcounty.com or 119 E. Solomon Street, HR Office

CLOSING DATE: Position will remain open until filled

Job Title: Code Enforcement Officer Non-Certified (Position #1322)
Salary: Pay Grade PS15; Hiring Salary \$45,760 per year
Work Schedule: Monday – Friday, 8:00 – 5:00, with some weekend work

This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: High School Diploma or state-awarded GED required (Bachelor's degree in Criminal Justice or related field preferred) with a minimum of two to four years of code enforcement, law enforcement, and/or building inspection experience (or related); or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Must have knowledge of the various applicable codes and laws required in the performance of this position, i.e. The Americans with Disabilities Act. Must possess and maintain a valid Class C Georgia Driver's License.

GENERAL STATEMENT OF JOB: Under limited supervision, is responsible for enforcing County Codes and state and local laws relating to public safety and welfare. May work overtime and/or weekends as necessary. Reports to the Deputy County Manager.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of law enforcement equipment and automated office machines which includes computer, printer, facsimile machine, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to fifty pounds of force occasionally, and/or up to twenty pounds frequently. Physical demand requirements are at levels of those for physically active work. Must be able to lift and/or carry weights of fifty to one hundred pounds.

ESSENTIAL JOB FUNCTIONS:

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

Enforces Zoning Regulations, Federal and State regulations, County Ordinances, and standard building codes; ensures that all operating businesses are in possession of a current license to do business in the County.

Explains violations to contractors and citizens in ensuring corrections are made in compliance with County ordinances and building codes.

Ensures that all complaints and/or grievances filed against the County are responded to and resolved in a timely manner and communicates all problems and concerns to the Deputy County Manager.

Performs miscellaneous duties such as answering incoming calls, assisting in zoning matters, maintaining files, etc.

Represents the County in Magistrate and State Court concerning nuisance complaints.

Responds to calls and complaints relayed by all county departments.

Conducts preliminary inquiries, field interviews and follow-up investigations; gathers information and evidence.

Provides assistance and backup support to other personnel as necessary.

Testifies in court; serves as a witness in court as required; provides physical evidence when necessary.

Prepares, processes, and/or transmits various reports and forms.

Watches for wanted or missing persons and lost children; administers first aid to injured persons in emergencies; reports stray animals to the Animal Control Department.

Serves warrants, summonses, civil papers, and other official papers as needed.

Attends periodic seminars and training sessions as required to perform the essential functions of the job.

Performs other related duties as required.

September 22, 2026

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