



Employment Opportunity

DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION

VEHICLE ABATEMENT OFFICER \$15.49 - \$18.83 / Monthly

This is a part time, non-benefitted position.
Applications will be accepted until the position is filled
Approximately 8 hours per week

VEHICLE ABATEMENT OFFICER

Definition:

Under general direction, to performs investigations and enforce vehicle abatement laws and regulations; and to do related work as required.

Qualifications:

Knowledge of:

Vehicle abatement laws, rules, and regulations. Legal terminology, forms, and procedures. Investigation techniques and procedures. Principles of identification, preservation, and presentation of evidence.

Ability to:

Conduct investigations and enforcement actions for Vehicle Abatement laws, codes, ordinances, and regulations. Analyze a variety of information and determine appropriate resolutions to problems and/or enforcement actions. Analyze and interpret laws and regulations related to Vehicle Abatement. Gather, organize, analyze, and present a variety of data and information. Prepare and present evidence in court. Prepare, clear, concise and accurate records and reports. Effectively represent the County Vehicle Abatement Program and enforcement functions with the courts, the public, and other government agencies. Establish and maintain cooperative working relationships.

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NOTE: All candidates meeting the minimum qualifications established for this position may not be invited to an oral interview. In the event a large number of candidates qualify, those individuals with experience which most closely meets the needs of the County will be invited for an interview.

WAIVER: The contents of this announcement shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract or offer of employment. Trinity County assumes no responsibility for the accuracy of the position description and the actual duties of the job, nor does it assume responsibility for any errors or omissions in the information contained herein. The provisions contained in this announcement may be modified or revoked without notice. Wages, hours and other terms and conditions of employment are subject to the Memorandum of Understanding currently in effect for the appropriate unit of representation.

PERS ANNUITANTS: Retirees of PERS are welcome to apply, if selected for the position they would be required to reinstate to employment.

Women, minorities and individuals with disabilities are encouraged to apply. Trinity County is an Equal Opportunity/Affirmative Action Employer.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two years of experience in investigations and code enforcement work.

Special Requirements:

Possession of, or ability to obtain, an appropriate valid California Driver's License.

Typical Physical Requirements:

Sit for extended periods; frequently stand and walk; ability to walk in uneven and slippery terrain; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

Typical Working Conditions:

Work is performed in an office, courtroom, and outdoor environments; some exposure to changes in temperature and weather; some exposure to grease, oils, and unusual noise; continuous contact with staff and the public.

EXAMPLES OF DUTIES AVAILABLE UPON REQUEST.

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