

# VACANCY ANNOUNCEMENT & APPLICATION REQUIREMENTS

SLAUGHTERVILLE TOWN HALL  
10701 US 77  
LEXINGTON, OK 73051

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**POSITION:** Code Enforcement Administrator

**SALARY:** Negotiable based on experience

**THIS IS A PART TIME POSITION**

**WHERE TO APPLY:** Slaughterville Town Hall, 10701 US 77, Lexington, OK. (For additional information refer to the “How to Apply” section)

## **DESCRIPTION OF DUTIES**

Works under and in conjunction with the Planning and Development Administrator to ensure compliance with all town ordinances. The purpose of this position is to review zoning compliance permit applications and to examine and inspect construction sites and buildings to ensure compliance with building code and zoning regulations within the town limits. Duties include assuring that all permit application requirements are met; assuring compliance with DEQ guidelines concerning sewage disposal systems, assuring compliance with the Flood Plain Ordinance and all other Town Ordinances, responding to/investigating code violations, investigate complaints filed with the town, check construction sites and placement of manufactured homes, and assuring compliance with applicable zoning ordinances. Other tasks include but are not limited to working with and attending Planning and Zoning Commission and/or Board of Trustee meetings as needed, periodically checking the area for non-permitted building sites, and working with Town, County, State, and Federal departments and agencies.

## **BASIC REQUIREMENTS**

Candidate must be able to communicate effectively both orally and in writing and must be tactful and considerate. Effective telephone skills are necessary. Candidate must also have experience in working with personal computers and be able to effectively create, store, retrieve, manipulate, transfer, and print information using Microsoft Word and Excel.

The successful candidate must be able to familiarize himself/herself with local ordinances in order to effectively enforce those regulations. Candidate must possess a valid Oklahoma Driver’s License. Candidate must be able to read maps and locate property sites based on legal descriptions.

## **OTHER SIGNIFICANT FACTS**

**PHYSICAL DEMANDS:** Work requires some physical exertion of walking, standing, and carrying of light items such as paper and books. Work requires driving to and from development sites, walking around said sites, bending and stooping. Work requires being outdoors as well as driving and walking in various weather conditions.

**WORK ENVIRONMENT:** Work is typically in the Town Hall office, vehicle and on development sites.

## **BASIS OF RATING**

Applicants will be rated on the extent and quality of their experience described in the application and the completeness of their statements.

## **HOW TO APPLY**

Carefully read the qualifications required. If you feel you meet the qualifications, follow the specific instructions below:

A written application/resume that contains the required information reflected on Attachment #1 MUST be submitted for the vacancy. Application/resume must be typed or printed clearly in blue or black ink.

**IF YOUR APPLICATION/RESUME PACKAGE DOES NOT PROVIDE ALL INFORMATION REQUESTED, YOU MAY LOSE CONSIDERATION FOR THE JOB. APPLICATIONS/RESUMES MUST BE RECEIVED OR POSTMARKED ON OR BEFORE THE CLOSING DATE OF THE ANNOUNCEMENT. APPLICATIONS/RESUMES AND SUPPORTING DOCUMENTS BECOME THE PROPERTY OF THE TOWN OF SLAUGHTERVILLE AND WILL NOT BE RETURNED.**

Complete the following by the closing date of this announcement and submit to SLAUGHTERVILLE TOWN HALL, 10701 US 77, LEXINGTON, OK 73051.

- Written application/resume that contains the required information on Attachment #1.

**NOTE: DO NOT INCLUDE LETTERS OF APPRECIATION, CERTIFICATES OF TRAINING, COPIES OF PERFORMANCE APPRAISALS, POSITION DESCRIPTIONS, ETC.**

## **CITIZENSHIP**

Applicant must be a United States citizen. If hired, proof of U.S. citizenship is required. Acceptable proof is an original Social Security Number Card (other than a card stating it is not valid for employment), a certified birth certificate, passport, or naturalization papers.

## **CREDIT FOR UNPAID OR VOLUNTEER EXPERIENCE**

Credit will be given for unpaid experience or volunteer work such as community, cultural, social service and professional association activities on the same basis as paid experience. To receive proper credit, you must show the actual time such as number of hours per week spent in such activities.

**THE TOWN OF SLAUGHTERVILLE IS AN EQUAL OPPORTUNITY EMPLOYER**

**DRUG FREE PROGRAM – MAY BE TESTED**

## ATTACHMENT 1

Qualification determinations will be made solely on the information provided in the application. Failure to provide all the required information may result in your losing consideration for employment.

Here is what your written application/resume must contain

### PERSONAL INFORMATION

- Full name, mailing address (*with ZIP Code*) and day and evening phone numbers (*with area code*)
- Social Security Number
- Country of citizenship
- Drivers license number

### EDUCATION

- High School  
Name, City, and State (*ZIP Code if known*)  
Date of Diploma or GED
- Technical or Vocational Schools  
Name, City, and State (*ZIP Code if known*)  
Date of attendance and courses taken
- Colleges and Universities  
Name, City, and State (*Zip Code if known*)  
Majors  
Type and year of any degrees received.  
(*If no degree, show total credits earned and indicate whether semester or quarter hours.*)

### WORK EXPERIENCE

- Give the following information for your paid and nonpaid work experience related to the job for which you are applying.  
(*Do not send job descriptions.*)  
Job title  
Duties and accomplishments  
Employer's name and address  
Supervisor's name and phone number  
Starting and ending dates (*month, day, and year*)  
Hours per week  
Salary
- Indicate if we may contact your current supervisor. If your current employment does not relate to the position being filled and not included in your application, please list the same job information as listed directly above for reference purposes.

### OTHER QUALIFICATIONS

- Job-related training courses (title and year)