

<b>City of Truth or Consequences</b> <b>Human Resources Office</b>		
<b>PH:(575)740-7554</b>	<b>505 Sims Street</b>	<b>FAX: (575) 894-0363</b>
<b>EXT: 314</b>	<b>Truth or Consequences, NM 87901</b>	<b>www.torcnm.org</b>

## **JOB ADVERTISEMENT**

### **CODE ENFORCEMENT OFFICER**

The City of Truth or Consequences has an opening for the position of **CODE ENFORCEMENT OFFICER** under the **POLICE DEPARTMENT**.

**See Job Description for full requirements and representative duties.**

Pay rate commensurate with qualifications and experience, plus benefits

Application and Job Descriptions are available from the City's Human Resources Office, 505 Sims Street, T or C., NM 87901, tel. # 575-740-7554 ext. 314 fax # 575-894-0363. **Deadline for applications to be returned to City's HR Office is Until Filled**

PUBLISH: February 27, 2025 - and every Friday until filled - Sentinel

POSTED: City's Website 02/28/2025  
Indeed.com 02/28/2025

City of Truth or Consequences  
Human Resources Office

PH: (575) 740-7554

505 Sims Street  
Truth or Consequences, NM 87901

[www.torcnm.org](http://www.torcnm.org)

## POSITION DESCRIPTION

Class Title: Code Enforcement Officer  
Department: Police Department

Classification: Class 7  
Status: Classified

### GENERAL PURPOSE:

To preserve the quality, safety and health of city residents, the code enforcement officer investigates code violations, issues letters of abatement, violation warnings, and patrols the city looking for violations. Coordinate, receive, store, and safeguard property and evidence items and maintain chain of custody; review and analyze disposition orders to determine destruction, release or storage of property and evidence; respond to various requests for viewing and copying of evidence and provide administrative support to the police department.

This is a safety sensitive position subject to random drug/alcohol testing.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Respond to citizen complains of code violations.
- Inspects and investigates potential violations of city codes and other laws which have been reported or observed to determine if a violation has occurred.
- Proactively patrols and surveys locations for code violations.
- Researches land ownership records, permitting records and past or current code violations using computer.
- Prepares a descriptive summary report on conditions and findings regarding each case investigation to document potential violations for case preparation.
- Prepares notices of violation to be sent or served directly upon violators after inspection; communicates with alleged violators regarding findings, the process they will be involved in, and the resolution of the violation.
- Re-inspects violations for compliance, issues citations and notices to appear, and prepares reports as necessary.
- Appears in court or other judicial proceedings to submit evidence and case summaries for the enforcement/prosecution of criminal infractions of codes, ordinances and/or laws.
- Works in compliance with other departments that are engaged in code compliance tasks. (i.e., fire codes, planning and zoning, etc.) Maintains communications for establishing coordination with other departments/agencies relevant to code enforcement activities.
- Performs data entry in computer as necessary.
- Maintains cleanliness and maintenance of assigned vehicle and equipment.

- **Handles evidence technician duties for the police department to include but not limited to: processing submitted evidence items, assisting officers with evidence collection at crime scenes, packaging evidence, delivering evidentiary items to forensic laboratories, ordering evidence supplies, maintaining adequate evidence supplies for officers, releasing evidence upon approval from district attorney's office and appropriate court, generating motions for evidence destruction and executing orders for evidence destruction upon approval from district attorney's office and appropriate court, organizing and classifying evidentiary items within the evidence room, maintaining accurate inventory of evidentiary items to include entering evidence items into the database or evidence log, maintaining evidentiary databases such as WatchGuard Evidence Library and handling sexual assault kit submissions, testifying before courts as the department's evidence custodian, handles officer property inventory duties, and employee badge/commission credentialing.**
- **Performs other duties as assigned.**

#### **JOB CONTEXT:**

**The code enforcement officer/evidence technician is a full-time, permanent position in the Police Department. This position reports to a supervisor as assigned for this position.**

**The person in this position is supervised on a daily to weekly basis, and has no supervisory responsibility. The person in this position works regularly scheduled hours that may include evenings and weekends and may require seasonal schedule changes. The majority of scheduled work time is outdoors.**

**There is possible exposure to chemicals and/or hazardous materials on a periodic basis. Physical work involved with this position includes those activities required for investigation and enforcement of code violations.**

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

##### **Minimum Requirements:**

- **High school diploma or equivalent**
- **Valid New Mexico Driver's License**
- **Pass drug screen test**
- **Pass criminal background investigation**
- **Mathematical skills, including addition, subtraction, division, and multiplication**
- **Ability to read, analyze, and interpret legal documents and government regulations**
- **Ability to respond to common inquiries or complaints from the public in a professional and courteous manner**
- **Ability to effectively speak and present information when necessary**
- **Work, day, evening and occasionally weekend hours**

##### **Knowledge:**

- **Departmental and personnel policies**
- **City ordinances and state laws relevant to code enforcement**
- **Organizational and departmental rank structure and chain of command**
- **OSHA standards and regulations concerning employee safety**
- **General functions and operations of municipal government**
- **Procurement of materials**
- **Courtroom procedures**

- Operational characteristics, services and activities of a property and evidence program
- Modern and complex principles and practices of property and evidence handling and recording
- Principles and practices of property acquisition, storage and release
- Court procedures regarding evidence
- Court order documentation and execution
- Principles and procedures of record keeping
- Principles of business letter writing and basic report preparation
- Pertinent Federal, State, and local laws, codes and regulations

**Skills and Abilities:**

- Testify in court
- Work under adverse conditions
- Work and adopt to hostile situations
- Understand and interpret ordinances, laws and regulations
- Use radios and other communications equipment
- Use equipment properly
- Work as a team member with other employees
- Complete paperwork with specified time restraints
- Communicate effectively with residents, elected officials, other city employees, contractors, courts, etc.

**both oral and written**

- Maintain confidentiality
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Follow departmental and city procedures
- Operate a telephone, fax, copy machine, computer, digital camera, and vehicles
- Receive, store, document, release and/or dispose of various evidence and/or property for the assigned department

- Maintain accurate records of resident property
- Maintain a current knowledge of property acquisition, storage and release procedures
- Understand and use modern office equipment including computers and applicable software
- Interpret and explain City policies and procedures related to property and evidence
- Prepare clear and concise reports
- Respond to requests and inquiries from the general public
- Remain on-call 24-hours a day
- Work independently in the absence of supervision
- Communicate clearly and concisely
- Perform the essential functions of the job with or without reasonable accommodation
- Establish and maintain effective working relationships with those contacted in the course of work

**SELECTION GUIDELINES:**

Formal application, rating of education and experience, oral interview and reference check; job related tests might be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.