

Oneida Charter Township

Part-time Ordinance Enforcement Officer

Job Description:

The duties and responsibilities of an Ordinance Enforcement Officer would be investigating ordinance violations from complaints, issuing and serving ordinance violation notices, issuing and serving municipal violation citations and appearance tickets, appearing in court or other judicial or quasi-judicial proceedings as needed to assist in prosecution of ordinance violations, and performing such other ordinance enforcement duties as may be delegated by the Township Board, Township Supervisor or assigned by the Township Attorney. All investigations are complaint driven.

This is a part time position with an estimate of 5 – 10 hours per week throughout the year with the majority of the time spent in the spring, summer and fall seasons. Annual salary is \$12,000. The ideal candidate would have experience in letter writing, organization and must exhibit polite, unbiased, and professional communication via phone, e-mail, mail and in person. Oneida Charter Township reserves the right to accept or reject any and all applicants, as is in the best interest of the Township.

Please send resume to 11041 Oneida Road, Grand Ledge, MI 48837, email to info@oneidatownship.org, drop off in person or in drop box. Please call 517-622-8078 with any questions. Application deadline is August 30, 2024.