

CLASS TITLE: ENFORCEMENT AIDE

Class Code: 02435400
Pay Grade: 19A
EO: E

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist in conducting investigations regarding violations, and orders; to perform complex and supportive tasks regarding programs that encompass contractors; to process registrations, renewals or change computerized record system; to receive fees, conduct transactions and maintain records; to deal with the public on an ongoing basis; to assist in enforcement of fines and penalties; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior in accordance with clearly defined policies and procedures of the Contractor's Registration Board and Building Commission; but also the latitude for independent judgement; work subject to review.

SUPERVISION EXERCISED: When directed, supervises clerical and other supportive staff assigned to assist in completion of duties.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist in moderately complex and administrative tasks regarding contractor registration.

To prepare and distribute legal documents and notices of administrative hearings, appeals, demand letters and handles routine correspondence.

To receive fees, fines and other monies pertaining to contractor transactions and maintain records thereof.

To deal with the public on an ongoing basis.

To assist in conducting enforcement of and investigations into violations of Contractor's Registrations Act, and process appropriate fines or appeals.

To issue registration cards and assure proper insurance is valid, fees collected are proper and form is appropriately notarized.

To be responsible for issuing and processing violations in regard to non registered contractor, insurance lapse, or advertising with omission of registration number.

To calculate and maintain financial statements and deposits of monies ascertained.

To assist in dissemination of information regarding registrations as well as process properly filed statement of claims.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the Contractor's Registration Board law and standards as applicable to registration and enforcement, ability to apply such guidelines in the context of a computerized registration system; a working knowledge as to procedures and practices applicable to receipt of monies; ability to deal courteously with contractors and the general public the ability to operate routine office equipment; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: successful completion of two years of study in an accredited institute, obtaining an Associates Degree, or technical skills in construction; and

Experience: Such as may have been gained through: employment in a position involving administration and implementation of programs relating to Contractor's Registration, processing various transactions.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: March 28, 1999

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