



# NOTICE OF VACANCY

## Compliance Officer

**Grade X Wage Range \$14.87 - \$21.26 (Salary based on Qualification)**

**State Retirement  
VSP Vision Insurance  
Vacation/Sick Leave/Holiday**

**Blue Cross Blue Shield Health & Dental  
County Paid Life Insurance  
Health Insurance**

<b>Division</b>	<b>Department</b>	<b>Location</b>	<b>Reports to</b>
Solid Waste	Solid Waste	Dale County Commission	Engineer

Inspects and enforces payment of State of Alabama Privilege Licenses, Dale County Licenses. Serves as Solid Waste Officer ensuring every person, household, business, industry or property generating solid waste shall participate and subscribe to the Dale County service for collection and disposal of solid waste. Individual is also responsible for establishing and maintaining positive community relationships.

### **Duties and Responsibilities**

Contacts all individuals, firms or corporations doing business in the county to insure all have valid business licenses.

Responsible for ensuring the county receives all license fees through local laws and agreements.

Checks business tax licenses against previous year's list and notifies delinquent businesses to make proper license payments.

Canvasses the county for new businesses subject to license, gives notice of license due, and follows up to insure license is paid.

Checks street vendors and other transient vendors to determine if they have obtained licenses.

Enforces State and County Revenue Laws and Regulations and issue citations to offenders.

Canvasses the county to ensure compliance with solid waste disposal.

Canvasses the county for illegal dumps and investigates the sites for remediation.

Canvasses the county for land development or subdivision of land and notifies the County Engineer's office.

Canvasses the county for activity relating to new construction in flood prone areas and notifies the County Engineer's office.

Knowledge and use of computers to include looking up data and mailing of delinquent notices to solid waste customers.

Supplying delinquency data to the District Attorney's office for warrants to be processed and appearing in court.

Prepares and delivers solid waste deposits to bank.

Backs up the solid waste clerk in their absence or during peak customer times as needed.

Prepares reports as required.

Maintains daily activity log.

Other duties as required.

Statements included in this description are intended to reflect general duties and responsibilities. A detailed job description is available at the Commission Office. Applications may be obtained and returned to the Commission Office, 202 Highway 123 South, Suite C., Ozark, AL 36360 or on our Website [www.dalecountyal.gov](http://www.dalecountyal.gov).

**Deadline for accepting applications is September 09, 2024.**

Dale County is an Equal Opportunity Employee