



500 E Second St, Homer, IL 61849, Telephone (217)896-2521
Email: villageofhomer@gmail.com, Fax (217)896-2559
homervillage.com

Village of Homer Ordinance Officer Job Description

Village Ordinance Officer will be expected to complete the following tasks:

1. Be proficient and knowledgeable of all Village Nuisance Ordinances
2. Enforce current Village nuisance ordinances
3. Detailed reports required for each offense, pictures, paperwork, etc.
4. Will be responsible for all letters and paperwork for each offense
5. Keep detailed records of all offenses, to include, photos, all correspondence, and paperwork
6. Report hours worked monthly to Village Treasurer and board
7. Must attend court proceedings if necessary
8. Report to board at each monthly meeting
9. Report to Mayor or head of Ordinance Committee on a regular basis

Office will be provided with the following items:

1. Laptop
2. Camera
3. Office
4. Vehicle/Mileage
5. Office Supplies

As a new hire the Ordinance Office will be required to have a 2,4, and 6-month performance review.

Starting pay \$30 an hour