

## Jackson Township

799 County Road 175 West Salem, OH 44287 Phone: 419.945.2292

[www.jacksontwpohio.com](http://www.jacksontwpohio.com)

### POSITION OPENING for township Zoning Inspector.

- Compensation: Paid monthly \$250-\$400
- No benefits
- Position is part-time.

Applicants should submit a resume and/or a letter of interest to:

Jackson Township  
Attn: Township Trustees 464  
Township Road 700  
Polk, OH 44866

### POSITION OVERVIEW

The Zoning Inspector performs a variety of professional, administrative, and technical functions related to code enforcement, planning / zoning review and site inspections.

Specifically:

- Attendance at all township trustee scheduled meetings is mandatory.
- Enforce the provisions of the township resolution.
- Issue permits as provided in the township resolution, and keep record of all permits issued or refused with a notation of any special conditions involved.
- File and safely keep copies of all plans submitted, and the same shall form a part of the records in his or her office.
- Maintain a verified copy of the text of the township resolution and of the zoning map.
- Keep records of all violations and/or complaints.
- Make sure records are available for the use of the Board of Township Trustees, the Zoning Commission, the Board of Zoning Appeals, and the public.
- Must have a valid driver's license.
- Residency in the township is not required.
- Must be computer literate; able to create and edit documents in Microsoft Word and Excel.