

**Village of Morley  
Code Enforcement Services  
Ordinance Officer**

Scope and Manner of Services

1. Travel to various parts of the Village of Morley in response to complaints and requests for assistance, from Village residents, or as part of a predetermined schedule or route.
2. Be familiar with Village of Morley ordinances and give recommendations to the Council for new or revised ordinances.
3. Investigate complaints to confirm them, if there is an ordinance violation, talk with the person responsible for the violation, give notice to comply with ordinance. Check at the end of notice time for compliance.
4. Keep records of all complaints in numerical order.
5. Issue citations for ordinance violations of Village Code. Supply the Village Clerk with copies of violations.
6. Appear in court on civil infraction citations.
7. Be a liaison between The Village of Morley and its citizens.
8. Keep records of time spent on each assignment (timekeeping). Complete a police car inspection form every time the car is driven and provide the Village Clerk with a copy.
9. Provide the Village Clerk with paperwork necessary to collect fines.
10. Review cameras and supply pictures and video clips from cameras to the County or State Police.
11. Conduct liquor inspections if Village has no police.
12. Perform any other duties the Village of Morley assigns.

Send resumes to:

Village of Morley, PO Box 256, Morley MI 49336 or email to [clerk@villageofmorley.com](mailto:clerk@villageofmorley.com)