TITLE: LICENSE INSPECTOR I - II

DEFINITION: Under general supervision, inspects businesses for proper City licenses and compliance with business license regulations.

DISTINGUISHING CHARACTERISTICS:

Grade Level I - performs the duties of the classification.

Grade Level II - may perform the duties of the classification; acts in a lead capacity over License Inspector Is.

EXAMPLES OF DUTIES:

• Advises applicants for business licenses of pertinent code provisions;
• Review field applications and verifies license fee computations;
• Collects license fees from itinerant vendors and solicitors;
• Issues notices of license violation;
• Collects delinquent license fees;
• Assists with the collection of evidence for prosecution of Business License Code violators and appears in court to testify;
• Prepares reports;
• Performs other related duties as required.

MINIMUM REQUIREMENTS:

Two years recent full-time experience in license inspection or investigation, delinquent account collections or similar business experience requiring a basic knowledge of auditing and/or accounting.

College training in accounting or business administration or related fields may be substituted for required experience on a year-for-year basis.

A valid motor vehicle operator license.

Willingness to occasionally work evenings or weekends.

HISTORY:

Added Grade Levels I and II on 07/01/86 and revision of Classification Specification dated 05/25/72.

Approval/Adoption Dates: 08/06/86 - Human Resources Department
10/15/86 - Civil Service Commission