



**CITY OF LONG BEACH  
CLASSIFICATION SPECIFICATION**

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**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