

CSC Adopted: October 2001, CSC Revised: _____

Class Title: License Inspector II - COR

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Researches, collects, and analyzes all information necessary to determine tangible property tax, food and beverage tax, admissions tax, cigarette tax, short term rental tax, lodging tax, and business license tax. Determines compliance with state and local codes. Issues business licenses and business property assessments, collects and enforces delinquent taxes, performs administrative duties, and resolves tax and City Code violations and complaints.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Issues business licenses and assesses renewals by assisting the taxpayer with the license process, determining the correct tax amount, verifying accuracy of calculations, and depositing payments for renewal with the Treasurer.
2	S	Assesses business taxes, collects and enforces delinquent taxes by calculating payments, maintaining reports of collections, delivering notices of delinquent taxes, and making appearances in court.
3	S	Assesses business property by researching databases and publications, reviewing information provided by business, conducting interviews, analyzing data, and determining requirements for assessment.
4	S	Performs administrative duties by preparing written reports, assembling mail-outs, opening and sorting mail, posting income tax returns to the database, attending meetings, and providing assistance as needed.
5	S	Resolves tax and City code violations and complaints from the public by maintaining a case load of complaints, and investigating.

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CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	One years experience as a License Inspector I - COR.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read general correspondence, state and City codes, and applications concerning business taxes.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write business letters, reports, and general correspondence.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Assisting customers, at front counter
Sitting	F	Computer, desk work, driving
Walking	O	To/from office equipment, to/from departments
Lifting	O	Files, supplies, equipment
Carrying	O	Files, supplies, equipment
Pushing/Pulling	O	Filing cabinet drawers, office equipment, doors
Reaching	R	Files, copying
Handling	O	Files, folders, mail
Fine Dexterity	F	Computer, writing
Kneeling	R	Filing, field research
Crouching	R	Filing, field research
Crawling	N	
Bending	O	Filing, field research
Twisting	F	To/from computer and desk, filing, field research
Climbing	R	Stairs, step stool
Balancing	R	On stairs, step stool
Vision	C	Computer monitor, reading, research, driving
Hearing	C	Communicating with personnel, general public, on the telephone
Talking	F	Communicating with personnel, general public, on the telephone
Foot Controls	O	Driving
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Copy machine, fax machine, telephone, calculator, shredders, laser ficher, vehicle, computer, standard Microsoft Windows and Office software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	S
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	M		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

- (3)