REVENUE INSPECTOR

DEFINITION
Under general supervision, inspects and enforces business license and tax regulations of new and established businesses.

ESSENTIAL FUNCTIONS
(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Inspects and enforces business license and tax regulations of new and established businesses;
- Audits and investigates businesses to determine compliance with City business tax ordinance and other tax ordinances;
- Searches for new businesses to inform owners of license and tax requirements;
- Prepares reports on business violations;
- Collects overdue amounts for damages to City property, utility billing accounts and bad checks.
- Reports suspected health, safety, zoning and coding violations regarding licenses, permits and other taxes;
- Searches businesses and reports illegal tax-related actions or activities;
- Issues citations to businesses out of compliance with City tax requirements;
- Files small claims suits on businesses that refuse to pay City tax.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of municipal codes governing tax requirements and ability to interpret and convey codes to business owners and other interested parties, of methods for noticing and reporting illegal actions regarding business tax ordinances, and of inspection techniques and tax regulation principles;
- Skilled in auditing and investigating businesses for tax compliance, in providing and following oral and written instructions, in establishing and maintaining effective working relationships with both internal and external customers;
- Ability to perform essential duties with little supervision, maintain professionalism in adverse conditions, effectively communicate verbally and in writing in English to the public, business owners, residents, City employees, etc.
- Proficient in the use of a personal computer, electronic devices and other industry related software required to perform essential job functions;

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in office, indoor/outdoor commercial, and construction environments. Work may require frequent standing, walking, bending and lifting up to 35 pounds. Incumbents may be exposed to extreme weather and construction sites.

QUALIFICATIONS
A high school diploma or equivalent AND three (3) years of progressively responsible experience in finance, insurance, real estate, customer service or related field; OR an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver’s License.