SENIOR 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
- Audits, investigates and inspects businesses to determine compliance with Municipal Code Regulations related to businesses, trades, professions and taxes;
- Searches for new businesses to inform owners of license and tax requirements; prepares reports on business violations; explains and interprets ordinances;
- Writes and issues warning notices, citations and notices to appear in court for violations of the regulations;
- Performs office and field follow-ups on notices and citations;
- Prepares criminal complaints for filing;
- Assists in prosecuting cases involving violations and appears in court as a witness to give testimony;
- Communicates with other departments regarding suspected health, safety and zoning and other violations;
- Collects overdue amounts for damages to City property, utility billing accounts and bad checks;
- 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, methods for reporting illegal actions, methods, policies and procedures for issuing notices and citations, inspection techniques and tax regulation principles, documentation, report, and file management techniques
- Skilled in interpreting ordinances and regulations, providing and following oral and written communications, establishing and maintaining productive working relationships, auditing and investigating businesses for tax compliance, in establishing and maintaining effective working relationships with both internal and external customers;
- Ability to perform essential duties with little supervision to include the ability to use effective conflict management methods;
- Proficient in the use of a personal computer, electronic devices and software packages to perform essential job duties.

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 combined with some college coursework in accounting, finance or related field AND four (4) years 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.