

BUSINESS TAX COLLECTOR/INSPECTOR

DEFINITION

Under general supervision, this position is responsible for investigating and inspecting places of business in the City for the possession of proper licenses and adherence to regulatory ordinances.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

Collects Business License Taxes, Business Improvement District Assessments, Transient Occupancy Taxes, Certificate of Occupancy Fees, and other associated permit fees and charges, and prepares and maintains records and other documents related thereto. Investigates and inspects all places of business in the City for possession of proper tax receipts, verification of retail sales tax numbers, tax decals or stickers, and adherence to a variety of revenue and regulatory ordinances in cooperation with other City Departments. Issues Notices of Violation. Investigates notices of change in ownership or locations of businesses. Inputs new information with computerized system and audits business tax files for correctness of file maintenance. Assists Customer Service Representatives as required and performs other related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS:

An employee of this class performs investigational work in enforcing City license ordinances. This class is distinguished from the Revenue Supervisor by the latter's involvement in legal actions and court cases and the lack of supervisory responsibilities.

RECOMMENDED MINIMUM QUALIFICATIONS

Three years of experience involving collections or performing monitoring type work for the purpose of ensuring compliance with rules or regulations or any equivalent combination of experience and education, which provides the knowledge, skills and abilities listed below. Two years of college coursework in public administration, business administration or a related field may be used in combination with experience to meet the minimum qualifications.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Business mathematics and collection procedures.

Skill in: operation of office equipment such as personal computers, calculators and typewriters.

Ability to: learn, understand, and apply the City Business Tax Code, communicate tactfully and effectively with the public in the enforcement of the Business Tax Code.

SPECIAL REQUIREMENT

Must possess and keep current, a valid California Class C Drivers License.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful performer combines a strong sense of quality customer service, self-motivation, and the ability to work on a professional level with owners and managers of businesses. Accepts supervisory direction and is a team player.

Class title change from Business License Collector-Inspector

Reviewed: 01/06

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