

TAX/PERMIT INSPECTOR

DEFINITION

Under supervision, performs office and field work related to City business taxes, room taxes, permit fees, and other related taxes and fees; ensures compliance with codes, regulations, ordinances, and laws.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Revenue Supervisor. Exercises no supervision.

DISTINGUISHING CHARACTERISTICS

Tax/Permit Inspector is a journey level class in which incumbents ensure compliance with codes, regulations, ordinances, and laws pertaining to business taxes, business permits, special events, and room taxes. Incumbents exercise independent judgment within established guidelines while carrying out inspections of business establishments, investigations of possible noncompliance and collections of business taxes, and license and permit fees. Tax/Permit Inspector is distinguished from Revenue Supervisor in that the latter is the first-line supervisory level.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but are not limited to the following:

Contacts businesses and other entities to determine compliance with codes, regulations, ordinances, and laws associated with business taxes, room taxes, licenses, special events, and business permits.

Plans and conducts field inspections; provide timely responses to customer inquiries.

Identifies amounts owed by using a variety of investigative techniques; collects business taxes, permit fees, and room taxes.

Advises the public of business taxes, room taxes and permit regulations and assists them in completing forms and applications including explaining how taxes and fees are calculated and the application and renewal process.

Reviews business tax and room tax returns for accuracy, completeness and promptness of payment.

Reviews and processes special event applications; attends coordination meetings to ensure compliance with City permit requirements.

Reviews and processes taxi driver and taxi cab permit applications and conducts random and scheduled cab inspections to ensure compliance with City permit requirements; issue administrative citations for noncompliance.

Reviews and processes other business permit applications and performs duties necessary to ensure compliance with City business permit requirements

Reviews annexation records, newspapers, internet/web, social media, and other resources for information on new businesses.

Reviews financial information of businesses for accuracy and conformance to Municipal Code provisions.

May testify or attend administrative hearings and court regarding violations and compliance actions.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

The geography of the City, including the location and layout of streets.

Business English, spelling and arithmetic.

The principles and practices of bookkeeping and accounting.

Modern office practices and procedures.

Skills to:

Operate a computer and a variety of word processing and software applications.

Safely operate a motor vehicle.

Ability to:

Interpret and apply municipal ordinances to specific situations.

Establish and maintain an effective working relationship with co-workers and the general public.

Make operating decisions independently in accordance with departmental policies and procedures.

Communicate clearly and concisely, both orally and in writing, and prepare clear and concise written reports, correspondence, and presentations.

Work in a high-pressure environment dealing with customers, often in difficult, stressful or confrontational situations.

Enforce compliance tactfully, courteously, and effectively when dealing with the public.

MINIMUM QUALIFICATIONS

Two (2) years of experience in credit or financial investigative work;

AND

Completion of thirty (30) semester units of accredited college or university coursework in business administration or related field. An additional year of qualifying experience may be substituted for the required education.

Special Requirement(s):

Possession of a valid California Driver's License at time of appointment.

APPROVED: _____ *Signature on File* _____ DATE: January 23, 2017
Director of Personnel Services