

## **BUSINESS LICENSE INSPECTOR - 516**

### **DEFINITION OF WORK**

Under immediate supervision, performs difficult clerical work administering and enforcing the City license taxes; does related work as required.

### **EXAMPLES OF WORK**

Prepares license renewal applications for mailing to preceding year's license holders; processes applications; issues licenses; receives and accounts for license taxes and fines; prepares and distributes delinquent notice forms; prepares field check lists for license inspections; notifies persons found doing business in violation of the license ordinances of requirements to comply; institutes court actions to require compliance; testifies in court; investigates citizen complaints concerning the license ordinance; processes bond applications regarding licenses; assists and cooperates with the Better Business Bureau and others concerning new businesses on citizen complaints; assists other revenue department personnel.

### **EMPLOYMENT STANDARDS**

Education and Experience: Any combination of education and experience equivalent to a high school diploma, supplemented by courses in accounting and business law and some experience in collections or fiscal record keeping.

Knowledge, Skills and Abilities: Knowledge of City and State laws and regulations concerning business and privilege licenses; ability to manage records; ability to persuade compliances; ability to communicate well with the general public.

### **SPECIAL REQUIREMENT**

Possession of a valid State of North Carolina driver's license.

