

058506/23/04

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: BUSINESS TAX INSPECTOR

DEFINITION

Under general supervision, to enforce business tax code provisions; review and process business tax applications; and to do related work as required.

REPORTS TO: Business Tax Supervisor

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Business Tax Supervisor.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Investigate applicants for a variety of business tax categories, including such things as commercial stores, contractors and subcontractors, motels, amusement parks and others.
- Inspect premises to verify type of business and detect and report violations of code provisions.
- Check transient business activities such as delivery vehicles, solicitors, and peddlers for compliance with code regulations.
- Enforce and administer City ordinances with regard to close out sales, auctions, bingo and burglar alarms.
- Check businesses for proper display of business tax certificates.
- Maintain business tax files and records.
- Accept business and transient occupancy tax payments and issue appropriate receipts.
- Issue bicycle registration forms and licenses to each of the City fire stations; collect and remit bicycle license fees from the fire stations.
- Report suspected violation of health, safety, zoning or other code violations to the appropriate agency.

QUALIFICATIONS

Knowledge of:

- General characteristics of a wide variety of businesses commonly requiring business tax certificates.
- Investigative techniques useful in inspecting business activities to ensure compliance with business tax requirements.

Ability to:

- Learn geography of the City, including the location and layout of streets.
- Learn and explain business tax regulations and apply this knowledge to specific work problems.

- Understand and carry out oral and written instructions.
- Process and audit a high volume of business renewals.
- Operate standard office machines.
- Work without immediate supervision.
- Make arithmetic calculations accurately and quickly.
- Establish and maintain effective working relationships with other City employees and those contacted in the course of work.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to completion of the twelfth grade.

Experience: Three years experience in public contact work involving investigative or inspection skills.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Business Tax Inspector

TO: Business Tax Supervisor