

0580

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

03/24/11

Revised

TITLE: BUSINESS TAX REPRESENTATIVE II

DEFINITION

Under general supervision, to coordinate and participate in the administration and collection of business tax, transient occupancy tax and other business related activities within the City; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the Business Tax Representative series. Positions at this level are distinguished from other classes within the series by the higher level of responsibility assumed and the complexity of duties assigned. Employee perform more difficult and responsible types of duties assigned to classes within the series, including explaining policies, procedures, rules and regulations to subordinates. Employees at this level are expected to have a broader knowledge base and to be trained in all procedures related to assigned area of responsibility and to exercise greater judgment and discretion.

REPORTS TO: Business Tax/Collections Supervisor or Business Tax Revenue Specialist.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Business Tax/Collections Supervisor or Business Tax Revenue Specialist.

EXAMPLES OF DUTIES

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

- Serve as a counter and telephone representative; accept business tax applications; accept and process business tax payments; and answer telephone inquires.
 - Balance payments and cash on a daily and monthly end basis to verify accuracy of work processed.
 - Implement policies and procedures to insure collection of all City business tax, transient occupancy tax, bingo applications, vendor permits and bicycle licenses.
 - Perform a wide variety of clerical duties including typing, filing, record verification; sort, code and file correspondence; process returned check letters; order forms and supplies.
 - Process all new and existing renewals for accuracy and interpret existing code sections applicable to situation.
 - Participate in the preparation of monthly renewal notices, processing and auditing payments and issuing final certificate.
 - Participate in audits of business records to ensure proper tax payment.
- Participate in the administrative and enforcement activity relating to transient occupancy tax.
- Collect delinquent accounts by telephone, as required.
 - Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Customer service policies and procedures.
- Municipal Code interpretation and enforcement.
- Accounting and book-keeping procedures.
- Modern office practices, methods and procedures.

Ability to:

- Work well under stressful situations.
- Effectively handle conflict situations with customers and maintain good public relations while protecting City interest.
- Interpret the business tax code, policies and procedures.
- Do research and perform mathematical computations.
- Communicate clearly and concisely, orally and in writing.

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 the completion of the twelfth grade.

Experience: One year of experience coordinating and participating in the administration and collection of business tax and transient occupancy tax.

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 Representative II

TO: Senior Business Tax Representative