



Career Service Authority
Business License Inspector

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GENERAL STATEMENT OF CLASS DUTIES

Monitors and enforces compliance to state statutes, municipal ordinance, rules and regulations relating to businesses and licensing.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from "Vehicle Boot Investigator" which enforces payment of parking fines, fees or penalties through locating and identifying delinquent offenders and citations and the attachment of boot devices to prevent vehicle motion. Also, this class is distinguished from "Board of Adjustment Code Investigator", which prepares appeals for hearing by conducting site investigation, taking photographs and preparing drawings of the site plan and overview.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received and Quality Review:

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered or presented and presented and some degree of discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

By assignment, performs leadwork.

ESSENTIAL DUTIES

Conducts inspections and audits of businesses and equipment. Monitors compliance with applicable rules and specific regulations, and re-investigates as necessary to ensure compliance.

Implements all applicable ordinances, and provides recommendations concerning current or proposed regulations and ordinances.

Reviews construction floor plans and compares them to actual physical circumstances and use of the building or site, reviews corporate papers, as needed, to determine the business use of the building, and verifies that site or buildings is licensed appropriately.

Patrols and investigates new businesses, and reviews applications, licenses, and permits. Verifies information submitted, determines fees and penalties to be applied to licenses, and may write tickets for licensing and use violations.

Evaluates and distributes information to businesses, the public, and to other governmental agencies. Maintains appropriate reference files. Maintains fieldwork records.

Assists in coordinating, scheduling, and checking the work of other employees as assigned.

Represents the city in legal actions, including preparation of various legal documents.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledge & Skills:

Integrity/Honesty – Displays high standards of ethical conduct, understands consequences of violating these standards and chooses an ethical course of conduct.

Conscientiousness – Displays a high level of effort and commitment towards performing work and demonstrates responsible behavior.

Interpersonal Skills – Shows understanding, courtesy, tact, respect, cooperation, and concern to others and relates well to different people and different situations.

Reading – Learns from written material by determining the main idea or essential message and recognizes correct English grammar, punctuation, and spelling.

Listening – Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

Writing – Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.

Flexibility – Adapts changes.

Speaking – Uses correct English grammar to organize and communicate ideas in words that are appropriate to listeners and situation and uses appropriate body language.

Memory – Recalls information that has been presented previously.

Reasoning – Discovers or selects rules, principles, or relationships between facts and other information.

Knowledge of conflict resolution techniques sufficient to be able to arbitrate and/or resolve conflicts as they arise.

Knowledge of inspection and research principles and practices sufficient to be able to conduct thorough and comprehensive inspections relative to the specific field.

Skill in preparing legal documents.

Physical Demands:

Sitting: remaining in the normal seated position.

Talking: expressing or exchanging ideas by means of spoken words

Hearing: perceiving the nature of sounds by the ear.

Eye/hands/foot coordination: performing work through using two or more.

Working Environment:

Pressure due to multiple calls and inquiries.

Subject to long irregular hours.

Subject to many interruptions.

Subject to varying and unpredictable situations.

May be exposed to extreme of heat and cold in all weather conditions.

Education Requirement:

Graduation from high school or possession of GED Certificate required.

Experience Requirement:

Two years of public contact experience explaining policies, procedures, statutes, rules, and/or regulations and relating them to specific problems.

Education/Experience Equivalency:

None

Licensure and/or Certification:

Possession of a valid Colorado Class "R" driver's license at the time of application.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 09/16/95

REVISED DATE: 10/16/03

REVISED BY: Hameed R. Pousti

CLASS HISTORY Revised existing experience requirement to create flexibility for recruitment and selection processes.