

Job Class Code: 0420	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to investigate business establishments and activities for compliance with municipal license tax and special excise tax ordinances. The class is responsible for assessing and collecting delinquent taxes and in certain instances collecting by legal remedies, researching business establishments, maintaining office files, assisting with inquiries, and issuing related documentation. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

TYPICAL TASKS	
<ul style="list-style-type: none"> • Assesses and collects all delinquent City special taxes including Food and Beverage, Board and Lodging, Admission, Short Term Rental, and Cigarette. • Investigates from the office and in the field, inspects, and researches business establishments and activities to ensure compliance with municipal license and special excise tax ordinances. • Initiates legal actions and represents Commissioner of Revenue Office in civil and criminal court cases pertaining to business tax issues. • Assists with collection of bankruptcies and the filing of garnishments, levies, distress warrants and interrogatories. • Prepares and maintains various reports, records, correspondence, and other documentation including budget comparisons, projections, and statistical reports. • Communicates with and assists business owners, government agencies, and the general public regarding related inquiries, laws, and business establishment and activities. • Issues related documentation such as permits, notices, summons, licenses and renewals. Summonses are issued under Special Police Powers. • Attends staff meetings to exchange information; attends in-service training and classes, seminars, or conferences to improve skills. • Performs related tasks as necessary such as assisting with training and supervising staff. • Performs other related duties as assigned. 	

GENERAL STANDARDS	
Data Involvement	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
Interpersonal/People Involvement	Persuades or influences others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances. Provides guidance to other Business Tax personnel.

Reasoning Requirements	Performs coordinating work involving guidelines and rules but solves problems constantly.
Mathematical Requirements	Uses basic algebra involving variables and formulas and computes discounts, ratios, rates, and percents.
Language Requirements	Reads journals, manuals, tax codes, legal documents, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations.
Mental Requirements	Performs professional level work requiring the application of accounting or legal methods in the solution of technical, administrative, or legal problems; applies extensive understanding of operating policies and procedures to solve complex problems.
Decisions/Supervisory Control	Guides others, making frequent decisions, affecting the individual, coworkers, and others who depend on the service or product.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS	
Vocational/Educational Requirement	Requires any combination of education and experience equivalent to an associate's degree in business administration or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of two years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. Must be able to qualify for bonding, Special Police Powers and Notary Public.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS
The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.