

<b>Job Class Code: 0430</b>	<b>FLSA Status: Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 2</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to investigate business establishments and activities for compliance with municipal license tax ordinances. The class is responsible for supervising subordinate staff, researching business establishments, maintaining office files, assisting with inquiries, and issuing related documentation. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

<b>TYPICAL TASKS</b>	
<ul style="list-style-type: none"> <li>• Supervises and trains subordinate staff and participates in related activities such as classifying businesses, calculating and approving tax assessments, and collecting taxes.</li> <li>• Investigates, inspects, and researches business establishments and activities to ensure compliance with municipal license tax ordinances.</li> <li>• Prepares and maintains various reports, records, correspondence, and other documentation including budget comparisons, projections, and statistical reports.</li> <li>• Communicates with and assists business owners, government agencies, and the general public regarding related inquiries, laws, and business establishment and activities.</li> <li>• Issues related documentation such as permits, notices, summons, licenses and renewals.</li> <li>• Initiates legal actions and represents Commissioner of Revenue Office in civil and criminal court cases pertaining to business tax issues.</li> <li>• Attends or conducts staff meetings to exchange information; attends in-service training and classes, seminars, or conferences to improve skills.</li> <li>• Performs related tasks as necessary such as assisting with the establishment of office policies and procedures.</li> <li>• Performs other related duties as assigned.</li> </ul>	

<b>GENERAL STANDARDS</b>	
<b>Data Involvement</b>	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
<b>Interpersonal/People Involvement</b>	Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.
<b>Reasoning Requirements</b>	Performs supervisory work involving policy and guidelines, solving both people and work related problems.

<b>Mathematical Requirements</b>	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements; may use algebraic solutions of equations and inequalities; descriptive statistics.
<b>Language Requirements</b>	Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations.
<b>Mental Requirements</b>	Performs professional level work requiring the application of accounting or legal methods in the solution of technical, administrative, legal problems; applies extensive understanding of operating policies and procedures to solve complex problems.
<b>Decisions/Supervisory Control</b>	Supervises others requiring the development of procedures and constant decisions affecting subordinate workers, customers, and others in the general public.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires any combination of education and experience equivalent to a bachelor's degree in business administration or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of four years of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards.
<b>Special Requirements</b>	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.*