City of Chesapeake	Class Title: Business Tax Specialist I

Position Code: 0410	FLSA Status: Non-Exempt
Pay Code: 3	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 ordinances. The class is responsible for researching business establishments, classifying businesses, assisting with inquiries, maintaining office files, 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

- Investigates, inspects, and researches business establishments and activities through office and field investigations to ensure compliance with municipal license tax ordinances.

- Assesses and collects delinquent Business License Taxes.

- Classifies businesses to determine licensing and property taxation.

- Communicates with and assists business owners, government agencies, and the general public regarding related inquiries, laws, and business establishment and activities.

- Prepares and maintains various reports, records, correspondence, and other documentation.

- Issues related documentation such as permits, notices, summons, licenses and renewals. Summonses are issued under Special Police Powers.

- Represents Commissioner of Revenue Office in civil and criminal court cases pertaining to business tax issues.

- 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 assessing special taxes.

- 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.
Reasoning Requirements	Performs skilled work involving rules/systems but solves problems almost constantly.
Mathematical Requirements	Uses basic algebra involving variables and formulas and computes discounts, ratios, rates, and percents.
Language Requirements	Reads technical instructions, tax codes, legal documents, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and business letters.
Mental Requirements	Performs specialized technical or entry level professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered.
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 high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education in business administration or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of one year 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.

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.