



BUSINESS TAX REVENUE INSPECTOR

DEFINITION

Occupants of this classification are in the classified service. Under general directions, this classification ~~independently identifies unlicensed business activities through the use of computerized databases published business lists, field surveys and other resources to assure proper compliance with business tax requirements~~ enforces City ordinances related to taxes, fees and other revenue due the City, and pursues delinquent accounts for collection ensuring City related taxes and fees have been paid.

SUPERVISION RECEIVED AND EXERCISED

The positions assigned to this classification report to the ~~Treasury Division~~ Revenue Operations Manager or designee.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Operates a City Vehicle ~~making on-site to perform~~ field investigations ~~of businesses to insure compliance with business tax or other revenue related permits have been obtained business tax requirements~~ in accordance with the Municipal Code.
2. ~~Inform business operators of their need for business tax certificates as required by law. Explains ordinance provisions as they apply to business tax or other revenue related permits; the application and renewal process, and how taxes and fees are calculated.~~
3. ~~Assures proper billing of businesses for existing and new accounts, monitors the opening of businesses, and assures proper and timely billing for business tax certificates. Uses computerized databases, research methods and other available resources to identify businesses not in compliance with the City's business regulation requirement.~~
4. ~~Balances the amounts collected from businesses for business tax certificates against the amounts due to assure collection of the full amount due. Under general direction, issues administrative citations to violators of the municipal code.~~
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5. ~~Insures that businesses found to be operating without business tax certificates obtain such certificates for operation within the City. Issues notices of intention to file complaint for failure to comply. Reviews delinquency reports and investigates discrepancies between actual and reported amounts. Informs business tax or other revenue related permit holders of the status of delinquent accounts and assists them in bringing account into compliance.~~

Revised May 2017

Revised November 1999

November 1998

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- ~~6. Checks businesses for chance of name, location and ownership.~~
- ~~7.6. Corresponds with property owners and business operators regarding the status of their accounts. Prepares and maintains delinquency reports and other data to be reviewed by City Attorney if further action is required. Represents City in small claims court.~~
- ~~7. Answers questions relating to business taxes. Maintains knowledge of all applicable City, State and Federal laws and procedures regarding revenue collection and municipal taxation practices.~~
- ~~8. Serves as liaison between the Department and other City departments involved in the regulation, licensing, and taxation of businesses; permit and fee requirements, and collection, compliance and enforcement.~~
- ~~8.9. Provides backup support to Revenue Division as required.~~
- ~~9. Investigates complaints and recommends appropriate action. Performs related duties as assigned.~~
- ~~10.~~
- ~~10. Checks the list of delinquent accounts and insures their settlement through personal visits, phone calls, and letters.~~
- ~~11. Reviews financial records to determine adequacy of taxes and fees paid.~~
- ~~12. Collects taxes and penalties due.~~
- ~~13. Maintains records and prepares reports regarding businesses operating within the City. Updates business tax records using a networked personal computer.~~
- ~~14. Inspects vending machines to assure compliance with business tax requirements.~~
- ~~15. Runs an audit list of licenses and mailings of certificates.~~
- ~~16. Batches and audits renewals.~~
- ~~17. Reviews applications.~~
- ~~18. Invoices on all balances due.~~

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- ~~• Basic computerized word processing, spread sheets and databases. State and City ordinances, codes and practices relating to revenue collection and municipal taxation.~~
- ~~• Investigative techniques used in delinquent account collection.~~
- ~~• Office procedures, practices and equipment. Uses and operations of computers and business software.~~
- ~~• Basic accounting and arithmetic.~~
- ~~• Basic office procedures and filing systems. English usage, spelling, grammar and punctuation.~~
 - ~~• Collection procedures.~~

Skill and Ability to:

- ~~Apply business tax requirements and procedures in a timely and accurate fashion. Interact effectively, tactfully and respectfully with business owners and other members of the public.~~
- ~~Operate office machines including a calculator and a personal computer. Interpret laws, ordinances, regulations and City codes.~~
- ~~Gather clear, complete and accurate information for account records and compliance activities.~~
- ~~Express oneself clearly and concisely, both verbally and in writing. Exercise sound judgement and maintain sensitive and confidential information.~~
- Establish and maintain effective working relationships with other employees and the public.
- ~~Keep records and prepare reports. Communicate clearly and concisely, both verbally and in writing.~~
 - ~~Identify problems and working out satisfactory solutions.~~
 - ~~Interpret laws, ordinances, and regulations regarding business taxes.~~
 - ~~Collect delinquent accounts.~~

LICENSE AND CERTIFICATES

Possession of a valid California Class C driver's license.

TRAINING AND EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: graduation from high school graduation or equivalent and two years of financial office work experience in a related field such as business licenses, code or rule enforcement or revenue collection. Work experience in a financial environment involving revenue or debt collection and direct public contact preferred.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- ~~Is subject to office and outside environmental conditions.~~
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