



HUMAN RESOURCES DEPARTMENT ■ 9770 CULVER BLVD. ■ CULVER CITY, CA 90232 ■ 310-253-5651

REVENUE INSPECTOR (Job Code # _____)
MONTHLY SALARY

THE CITY OF CULVER CITY
Culver City is a Charter City incorporated in 1917, and is a destination filled with outdoor cafes, unique shops and galleries opening onto pedestrian-friendly boulevards. Culver City has a dedicated staff of approximately 700+ employees with an overall operating budget of over \$200 million. The City provides a full range of municipal services including Fire, Police, Community Development, Public Works, Parks, Recreation and Community Services, and Transportation.
HOW TO APPLY
Filing deadline: 5:00 p.m., [DATE] A complete application, including copies of relevant degrees and/or certificates must be submitted for consideration. Please note: Individuals that submit incomplete application materials may not receive full consideration for the position. Applicants may download a City application at: www.culvercity.org/jobs or obtain an application in person from the Human Resources Department, City Hall, 9770 Culver Boulevard, Culver City, CA 90232.
THE POSITION
Under general direction of the Treasury Division Manager, direction, 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. Operates a City vehicle to perform field investigations to ensure business tax or other revenue related permits have been obtained in accordance with the municipal code; 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; identifies businesses not in compliance with the City's business regulation requirement, and issues administrative citations to violators of the municipal code. the Business Tax Inspector 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. More specifically, the incumbent may: inform business operators of their need for business tax certificates; monitor business tax certificate applications for compliance; notify delinquent businesses of tax certificate application obligations; issue notices of intention to file complaints for failure to comply; investigate complaints and recommend the appropriate actions; collect accounts receivable; maintain records and prepare reports regarding businesses operating within the City; update business tax records using a networked personal computer; correspond with property owners and business operators regarding the status of their accounts; review applications and other business records to determine the adequacy of tax fees paid; inspect vending machines to assure compliance with business tax compliance; answer questions relating to business taxes; check business for change of name, location and ownership; insure that businesses found to be operating without business tax certificates obtain such certificates for the operation within the City; operate a City vehicle to make on-site investigations of business tax compliance; and, p<u>Perform</u>s other duties as assigned.
MINIMUM REQUIREMENTS
High school graduation or equivalent and two (2) years of financial office work experience, including the use of word processing and spreadsheet software. 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 or equivalent and two years of 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.
LICENSE AND CERTIFICATES
Possession of a valid California Class C driver's license is required at time of appointment (hire). Note: A City car may be available for use in the performance of various fieldwork duties. <u>Possession of a valid California Class C driver's license.</u>

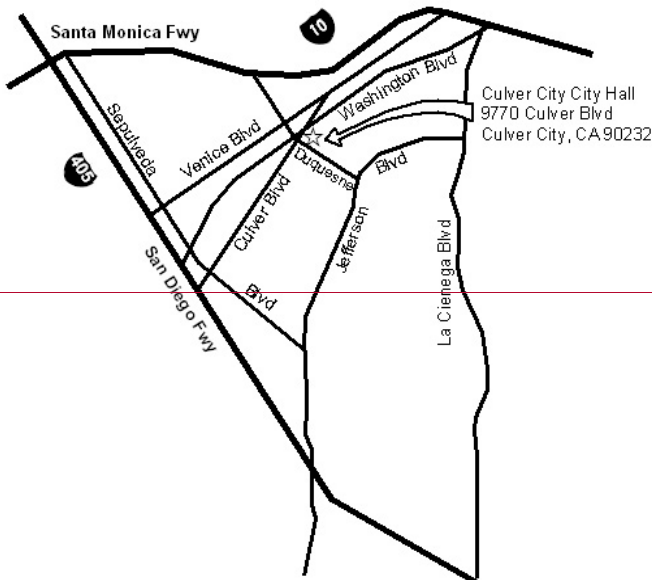
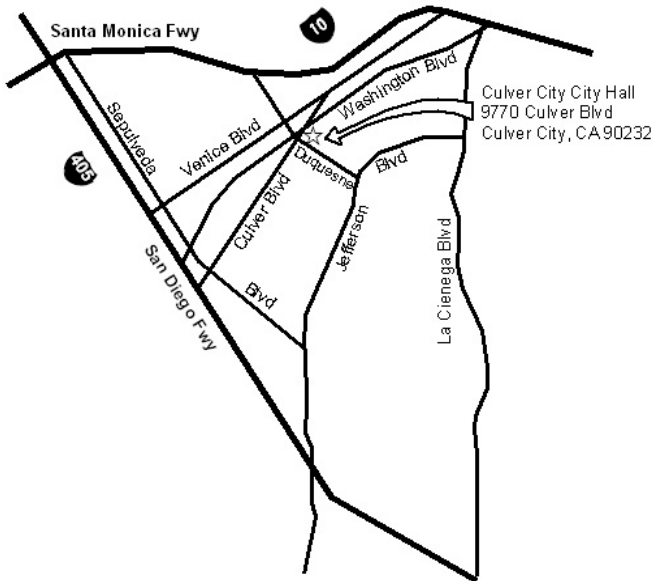
Equal Opportunity Employer

Note: Proof of U.S. citizenship, alien residency, or authorization to work in the U.S. will be required before appointment to this position. Special assistance for persons with disabilities is available to help with the application and examination process upon request. Request should be made to Human Resources Department, 9770 Culver Blvd., Culver City, CA 90232-0507, (310) 253-5640, V/TDD (310) 253-5647 (Hearing Impaired Only). Women, Minorities & Disabled Encouraged to Apply.

EXAMINATION PROCEDURES

Applicants must receive a passing score on all examination components in order to be placed on the eligible list. **Please note:** There is a six (6) month waiting period to re-test; therefore, applicants who have participated in the examination process within the preceding six (6) months will be deferred and will need to re-apply after the six (6) month waiting period.

COMPONENT	WEIGHT
• Written Test: To determine knowledge of business procedures and ability to perform field inspections <u>To determine general revenue knowledge, customer service skills and ability to perform job duties.</u>	50%
• Appraisal Interview: To evaluate training, experience and personal qualifications	50%



THE CITY:

The City of Culver City, with a population of 40,000, is 8 miles from the Civic Center of Los Angeles and 5 miles from the Pacific Ocean, near the intersection of the Santa Monica and San Diego Freeways. Culver City is a “charter” city, governed by a 5-member City Council and managed by a City Manager, assisted by 10 department heads.

- SELECTION PROCESS:**
- 1) Official City employment application form completed (demonstrating possession of minimum qualifications), signed, and filed by 5:00 p.m., on or before filing date (filing time may vary if noted on reverse side of this form).
 - 2) Successful completion of all parts of the examination process which may include one (1) or more of the following: written, appraisal interview, or performance, and physical agility. Applicants will be notified as to date, time, and location for each part.
 - 3) Successful completion of all parts of a background check: conviction record, fingerprint check, proof of age, medical examination and loyalty oath.
 - 4) All applicants who have successfully completed all stages of the recruitment process and received a final passing score will be placed on an eligible list, ranked according to final score.
 - 5) Top five (5) ranks from eligible list will be referred for consideration in filling vacancies. The top three (3) ranks will be used for Promotional Examinations.

VETERAN’S PREFERENCE:

Proof of honorable discharge (DD214) must be submitted by final filing date to claim veteran’s preference. Reserve duty, including active reserve training duty, does not meet eligibility requirements for entitlement to veteran’s preference. (Veteran’s preference does not apply to promotional exams).

SENIORITY PREFERENCE:

Seniority points will be computed in accordance with Civil Service Rules and Regulations.

FRINGE BENEFITS:

These are typical benefits, but may vary by negotiated agreements with employee bargaining units. Please refer to the appropriate MOU for this position by visiting: www.culvercity.org

RETIREMENT:

City participates in CalPERS* retirement plan (Public Employees Retirement System). Retirement benefit depends upon date of appointment (hire) and associated employee bargaining unit.

DEFERRED COMPENSATION:

Employees may voluntarily contribute to a city sponsored deferred compensation plan.

HEALTH BENEFITS:

Choice of health, dental, vision and life plans are available for employees and dependents. Some employee contribution may be required.

LEAVE BENEFITS:

Include holidays, in-lieu time, sick and vacation.

UNIFORMS

Those employees required to wear uniforms will be either: (a) reimbursed for uniform articles; or (b) furnished uniforms depending upon classification.

CREDIT UNION AVAILABLE

* In the event an employee leaves City Service prior to retirement, this contribution, including interest, is remitted to the employee upon application to the retirement system.