Culver CITY
HUMAN RESOURCES DEPARTMENT

REVENUE INSPECTOR

DEFINITION

Occupants of this classification are in the classified service. Under general direction, this classification 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 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 to perform field investigations to ensure business tax or other revenue related permits have been obtained in accordance with the Municipal Code.
2. 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. Uses computerized databases, research methods and other available resources to identify businesses not in compliance with the City's business regulation requirement.
4. Under general direction, issues administrative citations to violators of the municipal code.
5. 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.
6. 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. 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.
9. Provides backup support to Revenue Division as required.
10. Performs related duties as assigned.

Revised May 2017
Revised November 1999
November 1998

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:
- 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.
- English usage, spelling, grammar and punctuation.

Skill and Ability to:
- Interact effectively, tactfully and respectfully with business owners and other members of the public.
- Interpret laws, ordinances, regulations and City codes.
- Gather clear, complete and accurate information for account records and compliance activities.
- Exercise sound judgement and maintain sensitive and confidential information.
- Establish and maintain effective working relationships with other employees and the public.
- Communicate clearly and concisely, both verbally and in writing.

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 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.

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.