

County of Henrico Job Classification

Business Inspector II



General Summary of Classification:

Conducts complex compliance investigations of businesses to determine taxability and/or appropriate classification and enforces both business license and personal property tax codes and regulations; may train other Business Inspectors; and performs other duties as assigned.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

This is the second level of an approved career development plan (CDP).

- Proficiently performs all of the essential job duties of a Business Inspector I in addition to the following:
- Conducts complex compliance investigations of businesses to determine taxability and/or appropriate classification, conducts limited audits of businesses operating with the County to determine appropriate tax base for assessment purposes, checks on vacant properties to determine if new businesses are planning to open;
- Enforces business licenses and personal property tax regulations, litigating matters when required, processes business licenses and personal property applications, handles correspondence dealing with various tax issues, handles complaints regarding lack of proper licenses and prepares reports;
- Researches issues relevant to economic development projects within the County, follows up discoveries of noncompliance to ensure that proper licenses are secured, issues summonses to those discovered violating local ordinance or State Code, testifies before the court relating to State and County license violations, follows all required procedures and keeps necessary records as directed;
- May train other Business Inspectors, including new hires, may serve as acting supervisor during the Business Inspection Supervisor's absence;
- Performs other duties as assigned.

Knowledge, Skills, and Abilities (KSA) Typically Required:

- **Occupation-specific:** Sound working knowledge of license and personal property tax regulations; sound working knowledge of and familiarity with relevant court decisions and legal opinions rendered in regard to license and personal property tax codes and regulations; sound working knowledge of courtroom procedures and law enforcement principles and techniques; sound working knowledge of modern principles and practices of accounting and auditing.
- **Technical:** Advanced computer skills with the ability to use computer and typical business software, proprietary software and applications to complete assigned tasks; ability to effectively enter and retrieve data on computerized tax systems.
- **Communication, Customer Service and Interpersonal:** Excellent written and oral skills with the ability to communicate clearly and accurately, both verbally and in writing, with

the County's diverse citizen populations using non-technical language to provide excellent customer service and accurately explain routine and complex information related to tax systems.

- **Decision-making, and Authority:** Ability to understand and follow complex instructions, policies and data, including federal regulations; makes sound decisions independently, appropriately involving supervisor as needed; ability to prepare clear and concise reports; ability to meet and deal effectively with business owners and representatives and to enforce tax laws with firmness, tact, and impartiality.
- **Leadership:** Non-supervisory. However, may serve as acting supervisor during the Business Inspection Supervisor's absence.
- **Environment:** Typically works in an office setting; may work in various locations based on assigned duties, such as cross training or field inspections.
- **Physical:** Visual and hearing acuity sufficient to interact accurately with a diverse audience of citizens. Physical ability sufficient to perform assigned duties in an office environment and at various other duty-related locations as needed.

Minimum Education and Experience:

- **Education:** Four (4) year degree in accounting, public administration, finance or other relevant field preferred;
- **Experience:** Minimum of two (2) years of experience as a Business Inspector I preferred.
- **OR:** Any equivalent combination of experience and training which provides the necessary Knowledge, Skills, and Abilities.

Other Requirements (License, Certifications, Training, etc.):

- Refer to current approved CDP for any additional education, licenses, certifications or other level specific requirements.
- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- May require Virginia Drivers license.
- Successful completion of all required NIMS courses.

Job Code: G.C.A.0026

Date of Last Revision: 31-Jan-2020

This is a generalized class specification and not a job description. Actual duties, qualifications, and requirements vary by position. For more information, contact the Henrico County Department of Human Resources.