



CLASS SPECIFICATION FOR:
Business Inspector I

General Statement of Duties:

Conducts routine compliance investigations of businesses to determine taxability and/or appropriate classification and enforces both business license and personal property tax codes and regulations; does related work as required.

Distinguishing Features of Class:

The incumbent conducts routine field inspections and compliance investigations to determine taxability and/or appropriate classification and enforces business license and personal property tax regulations. The incumbent demonstrates sound basic knowledge of appropriate State and County codes and regulations and has the ability to effectively communicate relevant technical information to business owners and taxpayers. Work is performed under the supervision of a Business Inspection Supervisor.

Examples of Assigned Duties (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Conducts routine compliance investigations of businesses, which may include mixed use complexes, to determine taxability and/or appropriate classification;
- Enforces business license and personal property tax regulations, litigating matters when required;
- Conducts limited audits of businesses operating with the County to determine appropriate tax base for assessment purposes;
- Processes business license and personal property applications;
- Handles correspondence dealing with various tax issues;
- Checks on vacant properties to determine if new businesses are planning to open;
- Handles complaints as to lack of proper licenses and prepares reports;
- 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;
- Researches issues relevant to economic development projects within the County;
- Follows all required procedures and keeps necessary records as directed;
- Performs related work as assigned.

Required Knowledge, Skills and Abilities:

Good knowledge of license and personal property tax regulations; good knowledge of and familiarity with relevant court decisions and legal opinions rendered in regard to license and personal property tax codes and regulations; good knowledge of courtroom procedures and law enforcement principles and techniques; knowledge of modern principles and practices of accounting and auditing; some knowledge of the scope and activities of commercial enterprises in the area; good oral and written communications skills with the ability to communicate effectively with a diverse audience of business owners and taxpayers; ability to collect and organize facts effectively; good knowledge of and familiarity computer systems; the ability to effectively enter and retrieve data on a computerized tax system; skill in the use of a personal computer and knowledge of and ability effectively to use commonly utilized business software; 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; and good judgment.

Minimum Education and Experience:

Education: Completion of high school, preferably with some college courses in business administration;

Experience: Some previous relevant work experience, preferably in accounting or tax fields or in law enforcement;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

Possession of a valid driver's license issued by the State of Virginia.

G.C.A.0027

Career Code:

Date of last Revision: 01-Jan-2011

NOTE: This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification and is not intended to describe and does not necessarily list the essential job functions for a specific position in a job classification.