

# County of Henrico Job Classification

## Senior Business Inspector



### General Summary of Classification:

Conducts highly complex compliance investigations, audits, and classification determinations of businesses to ensure adherence to State and County business license and personal property tax codes; provides advanced technical expertise and guidance, trains Business Inspectors, and may serve as acting supervisor; performs other duties as assigned.

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

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

- Proficiently performs all essential duties of a Business Inspector II.
- Conducts highly complex and unusual compliance investigations and limited audits of businesses to determine taxability, proper classification, and accurate establishment of tax bases.
- Enforces business license and personal property tax regulations; prepares reports, processes applications, issues summonses, and testifies in court regarding State and County violations.
- Researches highly complex issues related to economic development and follows up on noncompliance to ensure required licenses are obtained.
- Handles complex complaints involving lack of proper licensing; prepares clear and accurate correspondence on tax-related matters.
- Serves as a technical resource and trains Business Inspectors, including new hires; may serve as acting supervisor in the absence of the Business Inspection Supervisor.
- Conducts field inspections, including checks of vacant or newly occupied properties to identify unlicensed activity.
- Maintains accurate documentation and complies with established procedures and legal expectations.
- Performs other duties as assigned.

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

- **Occupation-specific:** Thorough working knowledge of business license and personal property tax regulations; familiarity with relevant court decisions and legal interpretations; thorough working knowledge of courtroom procedures and law enforcement techniques; sound understanding of accounting and auditing principles.
- **Technical:** Advanced computer skills with ability to use standard business software, proprietary applications, and computerized tax systems for data entry, retrieval, and audit support.
- **Communication, Customer Service and Interpersonal:** Excellent written and oral communication skills; ability to explain routine and complex tax requirements in clear, non-technical language; ability to provide excellent customer service and maintain effective working relationships with diverse citizen and business populations.

- **Decision-making, and Authority:** Ability to interpret and follow complex regulations and policies; makes sound independent decisions while involving supervisor appropriately; prepares clear and concise reports; enforces tax laws impartially and professionally.
- **Leadership:** Non-supervisory; may lead training and act as supervisor in the Business Inspection Supervisor's absence.
- **Environment:** Typically works in an office setting; may be required to work in additional locations during cross-training or to conduct field inspections.
- **Physical:** Visual and hearing acuity sufficient to interact accurately with citizens in office and field settings; physical ability sufficient for travel to business locations and performance of assigned duties.

### **Minimum Education and Experience:**

- **Education:** Four (4) year degree in accounting, public administration, finance or other relevant field preferred;
- **Experience:** Minimum of four (4) years of experience, including at least two (2) years as a Business Inspector II 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.0029

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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.