

POSITION DESCRIPTION

Title: Deputy License Inspector I

Department: Sales, Use, & License Tax Department

Job Analysis: September 2011, September 2014, December 2014 January 2020

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Chief Deputy License Inspector and Sales, Use, & License Tax Coordinator

Subordinate Staff: None

External Contacts: General Public, Taxpayers, Other Government Agencies

Salary Grade: Classified/Non-Exempt (I)

Job Summary

This is the beginning level of examination work involving the examining of business licenses, mobile homes fees, junkyard, and sales, use, video and rental/lease tax accounts collected and enforced by Baldwin County. Duties involve the collection of taxes and fees due from taxpayers. Performs physical tasks and maintains the clerical tasks including technical accounting work required for the daily operation of the office. At any given time, any one of the License Inspector I staff may be required to perform other duties in someone's absence, cross-train, or take on added responsibilities as they gain knowledge and experience.

Job Domains

1. Provides staff support to Chief Deputy License Inspector and Deputy License Inspector II's.
2. Investigate complaints and/or reports rendered by various sources on problem accounts or businesses.
3. Inspect business licenses, mobile homes, and junkyards to ensure proper compliance, in office and in the field.
4. Perform review on records for sales, use, video, and rental/lease tax compliance.
5. Provide consultations with taxpayers to address any problems or concerns and provide an explanation of local laws, county resolutions, policies, and procedures.
6. Provide interpretation for enforcement of state regulations and license laws.
7. Provide documentation for administrative hearings to ensure compliance and payment of license fees.

8. Perform investigations, inspections and consultations with taxpayers.
9. Compare reports to determine past due accounts against renewals and payments.
10. Perform collection process as established by the Sales, Use & License Tax Department.
11. Perform a personal telephone follow-up on overdue accounts.
12. Testify in court as required.
13. Perform related work as required.
14. Review building permits and subcontractors list for license compliance.

Knowledge, Skills and Abilities

(Any item marked with an asterisk can be learned on the job.)

1. Ability to make computations and tabulations accurately, and in a timely manner.
2. *Ability to learn and explain the applicable tax laws, rules and regulations and to apply this knowledge to specific problems.
3. Skill in reading at a level to comprehend complex text such as County Resolutions, and State and Federal regulations dealing with mobile home and license tax collection, and to ensure compliance with laws and procedures to ensure the correct amount of tax is collected.
4. Skill in math to include the addition, subtraction, multiplication and division of whole numbers and decimals as needed to count money, balance cash receipts, calculate the license and / or mobile home fees due, with any applicable penalties and interest and to make change accurately when handling cash.
5. Knowledge of accounting principles and methods.
6. Skill in written communication to include clarity, sentence structure, spelling and grammar.
7. Knowledge of standard office machines and equipment.
8. Ability to respond to difficult or unusual questions that require the application and research of laws or procedures.
9. Ability to handle difficult and/or angry customers who request assistance from a supervisor.
10. Ability to keep information confidential due to content of documents handled.
11. Ability to establish and maintain an effective working relationship with coworkers, department heads, employees, and with the public.
12. *Geographical knowledge of Baldwin County.

Essential Physical Abilities

1. Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to permit the employee to communicate effectively.
2. Sufficient vision or other powers of observation, with or without reasonable accommodation, to permit the employee to read and scan a wide variety of materials electronic or hard copy form.
3. Sufficient manual dexterity, with or without reasonable accommodation, to permit the employee to operate a county vehicle, personal computer, telephone, copier, and other related office equipment.
4. Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to permit the employee to maneuver and function in and around an office environment.
5. Sufficient personal mobility to maneuver in the field, so as to walk long distances in mobile home parks and in and around junkyard environments.

Other Characteristics

1. Willing to work overtime, non-standard hours, weekends, and holidays as required in completing work assignments.
2. Willing to attend meetings, conferences workshops, and training sessions as related and assigned.
3. Willing to travel out of county as needed.
4. Willing to work in inclement weather and various outdoor field conditions, including wildlife, dogs, and remote properties.

Minimum Qualifications

1. Posses a valid driver's license.
2. High School diploma or equivalent.
3. One (1) year experience in ~~government~~ accounting and collections.
4. Ability to attain certification from Licensing Administration Certification Program through AATA and/or Certified County Revenue Officer through CROAA

