

CLASS TITLE: REVENUE INSPECTOR

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for the issuance of licenses and the collection of license revenue as required by City ordinances and other related assigned duties.

ESSENTIAL TASKS:

- Determines license requirements and qualifications of business or persons engaged in work requiring a City license
- Collects fees of licenses and delinquent permits
- Ensures taxicabs and chauffeurs are in compliance with ordinances
- Investigates complaints against licensees or businesses not having a license
- Supplies veterinarians with vaccination certificates and remittance envelopes
- Identifies licenses for non-payments of fees or ordinance violations
- Performs clerical duties and operates office equipment
- Completes background investigations on applicants to determine licensing qualifications
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), and four (4) years of general office experience, including one (1) year of extensive public contact; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of computers and software applications to include database applications; good knowledge of license, permit, and tax ordinances of the City; and some knowledge of automatic equipment. Ability to enforce codes and regulations firmly, tactfully, and impartiality; ability to maintain records and receipts; ability to communicate effectively both verbally and in writing; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; may be subject to walking, standing, sitting, reaching, balancing, bending, handling, feeling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's license.

WORKING ENVIRONMENT: Working environment is primarily indoors and occasionally outdoors and in inclement weather; and may require some travel to various locations for inspections.

Class Code: 6538

EEO Code: N-06

Pay Code: OT-17

**Group: Engineering, Planning, and Technical
Series: Inspection**

Effective Date: May 8, 2003