

## **CITY OF BURBANK**

### **LICENSE & CODE SERVICES INSPECTOR I**

#### **DEFINITION**

Under supervision, to enforce business tax, license, permits, property maintenance, zoning codes, and other City regulations; to collect tax, license, permit, and application fees; to collect various accounts receivable; to serve notice of hearing and small claims declaration and orders; and to do related work as required.

#### **ESSENTIAL FUNCTIONS**

Investigates new and existing businesses and explains code, licensing, permit, and tax requirements including those of other City departments; enforces license and business tax code sections of the Burbank Municipal Code; assists applicants in completing applications for licenses and registrations for various taxes; contacts peddlers, solicitors, and contractors requiring licenses; may accept payment of fees in the field and issue temporary receipts; makes daily reports and accounts for money received; in case of possible violation of regulation, determines whether cooperation can be obtained and, if not, issues notices of violation; reports evidence of business operating after denial, suspension or revocation of license or permit; participates in property surveys; enforces the Property Maintenance Program and zoning enforcement; investigates circumstances of damage to City property and traces responsible party to make collection for the damage; conducts field reviews to assure compliance with state and federal laws and reports violations to appropriate bodies or agencies; performs various related clerical duties in office; may be required to periodically work an adjusted shift; occasionally checks books of account of certain businesses and records findings on audit forms for analysis by supervisor; reports violations of zoning regulations; appears in small claims and municipal court as required; during the performance of their regular duties, may occasionally assist police personnel in securing evidence to apprehend license code violators and assist the City Attorney in securing evidence necessary to prosecute claims related to the duties of the License & Code Services Office; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of - Methods of collecting and accounting for money.
- Ability to - make accurate observations and reports; understand and explain codes and apply enforcement regulations; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

**Education/Training:** Graduation from high school or its equivalent, three years of direct experience in dealing with governmental codes, or three years of sales, public contact, debt or tax collection and ability to understand basic bookkeeping operations.

**License & Certificates:** A valid California Class "C" driver's license or equivalent at time of appointment.

#### **SUPPLEMENTAL INFORMATION**

None.