



PRINCE GEORGE COUNTY, VIRGINIA

April 2019

Deputy License Inspector

FLSA Status: Non-Exempt

GENERAL DEFINITION AND CONDITIONS OF WORK:

Under general supervision, performs work of considerable difficulty in ensuring and enforcing property licensing of businesses and reviewing returns of business tangible personal property, machinery tools to ensure that all taxable property has been reported accurately.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, stooping, reaching, standing, walking, pulling, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Conducts field and desk audits and maintains records to ensure compliance with State and County business license codes. Enforces State and County laws governing business licenses;

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Maintains a database of all issued business licenses;

Gathers data and analyzes business operations, tax returns, and other business records to ensure proper classification and assessment for business license, business tangible personal property, excise and other local taxes;

Creates and maintains spreadsheets for County and Fort Lee projects;

Analyzes permits to ensure all contractors are complying with license requirements;

Requests, maintains, verifies and updates contractor, subcontractor and vendor lists;

Verifies necessary state licensing, zoning and registrations through the appropriate offices and agencies;

Performs enforcement procedures including the issuance of final and violation notices, preparation of legal documents, and appear in Court as witness in violation cases;

Explains and interprets applicable codes, ordinances and regulations;

Follows up on any complaints received in reference to questionable business activities;

Audits Schedule C and Sales Tax reports on a monthly basis to determine vendors are complying;

Maintains, verifies, mails and updates business personal property, machinery and tool records and returns;

Prepares supplemental bills for businesses and tax corrections when necessary;

Assists the Economic Development Department with the Virginia Enterprise Zone Program, Business License Fee Rebate, and Machinery and Tool Tax Rebate;

Conducts on-site audits at boat marinas on a yearly basis;

Provides assistance to other departments and the public by telephone and in person on tax related issues;

Participates in professional training to remain informed of federal, state and local tax laws;

Assists with departmental projects as assigned and other duties assigned or required by Commissioner of Revenue;

Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS as a condition of employment;

Must have a valid Virginia Driver's License;

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the County and State license tax ordinances with special reference to the class of licenses required of particular types of business; thorough knowledge of the scope and activities of commercial enterprises in the area; thorough knowledge of the geography of the County; proficient in Microsoft Word and Excel; ability to learn County Software System; ability to collect and organize facts effectively and to prepare clear and concise reports; ability to develop and maintain effective working relationship with internal and external customers.

EDUCATION AND EXPERIENCE:

Associate's degree in business or other related field and or two years related experience and/or training in tax compliance and effective customer service; or equivalent combination of education and experience.