

## LICENSE OFFICER I

**NATURE OF WORK IN THIS CLASS:**

This is routine technical business licensing and registration work.

Employees in this class after initial training perform routine duties in the processing of license applications and the maintenance of license and registration records independently, and participate in the full range of complex duties under close supervision.

**ILLUSTRATIVE EXAMPLES OF WORK:** (These examples do not list all the duties that may be performed; any one position may not include all the duties listed.)

Receives and reviews routine to moderately complex commercial, service, professional and other miscellaneous license applications, insuring completeness, accuracy and conformance to laws, regulations and other requirements; computes fees including penalty charges as applicable; issues approved business licenses and certificates.

Performs window services, giving out license applications and related forms and answering general questions of the public regarding filing deadlines, procedures, fees, statutory and other requirements.

Coordinates with other governmental agencies and offices in facilitating the processing of license applications.

Processes fictitious name forms for registration.

Processes marriage license applications, reviewing for accuracy and completeness and insuring that all required documents are attached and were duly certified by the issuing authority.

Receives and processes dog licenses.

Operates computer terminal in updating, making inquiry and retrieving input data; maintains sequence and control of source documents.

Maintains license and registration records and files and prepares statistical reports.

Performs incidental typing and clerical work.

Performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of office practices and procedures.

Ability to learn and apply business license and registration laws

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and regulations, marriage license laws, and other laws and regulations under the purview of the Business License Branch.

Ability to learn the use of the various forms and documents required in the licensing operation.

Ability to operate standard office machines, including typewriter, adding machine.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

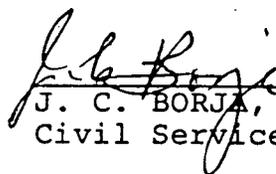
Ability to maintain records and prepare reports.

**MINIMUM EXPERIENCE AND TRAINING:**

- a) One year of general experience in work involving the application of technical regulations and/or laws and graduation from high school; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: October, 1986

PAY RANGE: 18

  
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J. C. BORJA, Executive Director,  
Civil Service Commission