

**LICENSE SUPERVISOR  
(REVENUE & TAXATION)**

**NATURE OF WORK IN THIS CLASS:**

Plans, develops and supervises the programs and activities of the General Licensing Branch of the Department of Revenue and Taxation.

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

Provides day-to-day supervision over the work of the General Licensing Branch, which involves the issuance of business licenses and the registration of such documents, the registration and licensing of foreign and domestic corporation pursuant to the General Corporation Law, the licensing of physicians and dentists in accordance with the requirements of the Medical Practice Act, the licensing of canines and notary publics; issuance of marriage licenses; registration of patents copyrights and trademarks. Carries out the mandates of all laws assigned thereto for administration, to include all registration requirements of various excise tax and admission tax laws.

Implements work plans in accordance with objectives set by the Chief of Regulatory Division; establishes deadlines for completion of assignments; makes periodic checks to insure assignments are being carried out.

Devises criteria to determine the effectiveness of operations and to ascertain whether program objectives are being met; advises the Chief of Regulatory Division of findings and recommendations. Recommends revisions to internal operating procedures, initiates improvements to expedite review of applications for licenses and permits; devises forms, report formats, and other means to facilitate the work of the section.

Resolves complaints concerning licensing, registration and issuance of permits. If necessary, refers complaints to subordinates for follow-up investigation and report; provides information relative to licensing and registration work.

Studies and reports upon effectiveness of laws, rules and regulations as related as goals, objectives, and functions of the section. Participates in reviewing proposed revisions to laws, rules, regulations, and policies and submits comments and suggestions.

Resolves minor personnel problems and grievances; participates in establishment of performance standards; recommends personnel

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actions; conducts staff meetings; evaluates work performance of subordinates; interviews candidates for vacancies and recommends appropriate selection to the Chief. Interprets operating rules, regulations, and policies governing personnel; counsels subordinates.

Participates in ascertaining training needs; maintains training records; conducts orientation of new personnel; participates in serving as training instructor and recommends instructional help from other sources.

Researches and reports upon current trends and developments in licensing and registration functions as carried out in other jurisdictions.

Conducts field investigations. Conducts independent or supplemental investigations to resolve differences between applicants and staff.

Prepares periodic report's of work activities and special reports as may be required.

Performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of the principles and practices of administration and supervision.

Ability to supervise the program and activities of the General Licensing Branch.

Ability to interpret and apply pertinent statutes, rules, regulations and other program guidelines.

Ability to analyze and interpret data from varied sources.

Ability to evaluate operational effectiveness and recommend and implement changes to improve operations.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

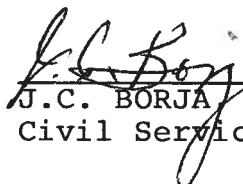
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**MINIMUM EXPERIENCE AND TRAINING:**

- a) Three years of experience as a License Officer or equivalent work and graduation from high school; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: October, 1984

PAY RANGE: 32

  
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J.C. BORJA, Executive Director  
Civil Service Commission