

**COMPLIANCE INSPECTOR I****NATURE OF WORK IN THIS CLASS:**

This is technical inspection work involving the compliance enforcement of business regulatory laws and regulations under the jurisdiction of the Department of Revenue and Taxation.

Employees in this class receive training on the regulatory laws and regulations and the inspection and investigative procedures and techniques.

Employees perform routine duties independently after initial training and work with higher level officers on a variety of developmental assignments. Work is performed 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 training in such matters as the program laws and regulations, the use of inspection and investigation techniques and procedures, the rules of evidence, preparation of reports.

Works with higher level inspector primarily as an observer in the beginning stages of employment. As the inspector develops experience, selected inspection duties designed to progressively equip the officer to handle the full range of inspection assignments at the higher level is performed.

Reviews and processes applications of liquor licenses and all pertinent documents.

Conducts routine inspections of amusement devices.

Performs service of documents, suspensions, subpoenas, notices of noncompliance.

Maintains records and prepares reports.

Performs related duties as required.

**MINIMUM EXPERIENCE, ABILITIES AND SKILLS:**

Knowledge of common business practices.

Ability to learn and apply inspection and investigative techniques and procedures.

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Ability to learn and apply program laws, regulations and other guidelines.

Ability to enforce laws and regulations with firmness, tact, and impartiality.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to handle confidential information.

Ability to maintain records and prepare reports.

Ability to learn and develops skill in the safe use and care of firearms.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

- a) Two years of experience in inspection or enforcement work and graduation from high school; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

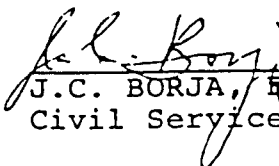
NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

ESTABLISHED: October, 1984

PAY RANGE: 25

Pay Grade G Step 1:\$18,723 - Step 10:\$28, 085

  
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J.C. BORJA, Executive Director  
Civil Service Commission