

## COMPLIANCE INSPECTOR III

NATURE OF WORK IN THIS CLASS:

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

The employees in this class perform the full range of inspection and enforcement duties independently and serve as assistant to the Compliance Inspection Supervisor on matters pertaining to the operations and activities of the Branch.

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.)

Provides assistance to the Supervisor in the day-to-day operation of the Branch; implements work plans in accordance with the objectives set by the Supervisor.

Evaluates processing and enforcement procedures and recommends appropriate revisions; devises forms, report formats and other means to facilitate the work of the section.

Performs investigations and technical studies; reviews investigation reports for clarity, conciseness and completeness.

Explains and interprets pertinent provisions of laws, rules and regulations to employees and the public; responds to questions concerning licensing requirements, powers, authority and functions of the Branch.

Conducts training in accordance with the plans and programs established by the Supervisor; participates in ascertaining training needs; conducts workshops in regards to regulatory statutes, policies and procedures.

Researches and reports upon current trends and developments in licensing and enforcement functions.

Handles and works on unusual and most complex inspection enforcement assignments not normally assigned to lower ranking inspectors.

Processes all matter regarding decisions or actions taken on by the Boards.

Testifies in court or at administrative proceedings as a government witness.

COMPLIANCE INSPECTOR III  
PAGE 2

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of inspection/investigation methods and techniques used to determine compliance with program laws and regulations.

Knowledge of the basic rules of legal evidence.

Knowledge of common business practices.

Ability to interpret and apply the program laws, regulations, procedures and other guidelines.

Ability to lead and provide guidance to lower level Inspectors.

Ability to make work decisions in accordance with laws, regulations and other guidelines.

Ability to evaluate operational effectiveness and recommend changes in work procedures, program requirements, work organization to enhance operations.

Ability to maintain confidential information.

Ability to enforce regulations firmly, tactfully, and impartially.

Ability to communicate effectively, orally and in writing.

Ability to work effectively with employees and the public.

Ability to maintain records and prepare administrative and technical reports.

Skill in the safe operation of a motor vehicle.

Skill in the safe use and care of firearms.

MINIMUM EXPERIENCE AND TRAINING:

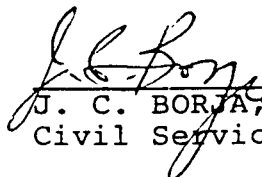
- a) Four years of experience as a Compliance Inspector or equivalent work and graduation from high school; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

COMPLIANCE INSPECTOR III  
PAGE 3

ESTABLISHED: October, 1984

PAY RANGE: 31

Grade Pay J Step 1: \$22,942 - Step10: \$34,414

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