

CLASS SPECIFICATION FOR  
**Business Inspection Supervisor**

**GENERAL STATEMENT OF DUTIES:** Supervises Business Inspectors and performs complex investigations and routine audits to effect and ensure compliance with State and County license and personal property tax codes; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this class supervises and coordinates the activities of Business Inspectors who enforce and administer the provisions of State Code and County Ordinances pertaining to business licenses and personal property regulations. The employee reviews the State Sales and Use Tax and administers other miscellaneous taxes as assigned. While the incumbent supervises Business Inspectors, coordinates court activity and handles the more difficult and complex cases and problems, the majority of his/her work time is spent on the same duties that the Business Inspectors perform. The incumbent receives general supervision from the Business Section Manager.

**EXAMPLES OF WORK** (illustrative only):

- Supervises and coordinates the work of subordinates;
- Conducts limited audits of businesses to ensure proper reporting;
- Inspects business establishments for possession of a valid license and verifies proper registration for State Sales and Use Tax where appropriate;
- Counsels the general public on difficult and unusual problems which involve analysis and interpretation of tax laws and regulations;
- Issues official notice or make arrest for non-compliance;
- Checks on closed or vacant properties to determine if new businesses are being opened;
- Handles complaints as to lack of proper licenses and prepares reports;
- Follows up on discoveries of non-compliance to ensure that proper licenses are secured;
- Testifies before the court relating to State and County license violations;
- Audits and screens license applications prior to processing;
- Handles correspondence dealing with complex issues and problems;
- Performs office duties relating to the issuance of business licenses;
- Assists in training new personnel;
- Performs related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of the County license tax ordinance with special reference to the types of licenses required of particular classes of business; basic knowledge of modern principles and practices of accounting and auditing; good knowledge of the scope and activities of commercial enterprises in the area; ability to supervise and instruct employees; ability to collect and organize facts effectively; ability to prepare clear and concise reports; ability to meet and deal effectively with businesses and to enforce the tax laws; ability to work with the public; good judgment; good moral character.

**MINIMUM EDUCATION AND EXPERIENCE:** Graduation from high school, preferably with some college-level courses in business administration, and three (3) years of business experience, one (1) of which shall have been as a Business Inspector; OR, any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**ADDITIONAL REQUIREMENT:** Possession of a valid driver's license issued by the State of Virginia.