



CLASS SPECIFICATION FOR:
Business Inspector II

General Statement of Duties:

Conducts complex compliance investigations of businesses to determine taxability and/or appropriate classification and enforces both business license and personal property tax codes and regulations; does related work as required.

Distinguishing Features of Class:

The incumbent conducts complex field inspections and compliance investigations to determine taxability and/or appropriate classification and enforces business license and personal property tax regulations. May train other Business Inspectors. The incumbent demonstrates an extensive knowledge and understanding of appropriate State and County codes and regulations and has the ability to effectively communicate relevant technical information to business owners and taxpayers. Work is performed under the supervision of a Business Inspection Supervisor. May serve as acting supervisor during the Business Inspection Supervisor's absence.

Examples of Assigned Duties (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Conducts complex compliance investigations of businesses to determine taxability and/or appropriate classification;
- Enforces business license and personal property tax regulations, litigating matters when required;
- Conducts limited audits of businesses operating with the County to determine appropriate tax base for assessment purposes;
- Processes business license and personal property applications;
- Handles correspondence dealing with various complex tax issues;
- Checks on vacant properties to determine if new businesses are planning to open;
- Handles complaints regarding lack of proper licenses and prepares reports;
- Follows up discoveries of noncompliance to ensure that proper licenses are secured;
- Issues summonses to those discovered violating local ordinance or State Code;
- Testifies before the court relating to State and County license violations;
- Researches issues relevant to economic development projects within the County;
- May train other Business Inspectors, including new hires;
- May serve as acting supervisor during the Business Inspection Supervisor's absence;
- Follows all required procedures and keeps necessary records as directed;
- Performs related work as assigned.

Required Knowledge, Skills and Abilities:

Extensive knowledge of license and personal property tax regulations; extensive knowledge of and familiarity with relevant court decisions and legal opinions rendered in regard to license and personal property tax codes and regulations; extensive knowledge of courtroom procedures and law enforcement principles and techniques; knowledge of modern principles and practices of accounting and auditing; thorough knowledge of the scope and activities of commercial enterprises in the area; good oral and written communications skills with the ability to communicate effectively with a diverse audience of business owners and taxpayers; ability to collect and organize facts effectively; skilled in the use of a personal computer with a working knowledge of and ability effectively to use commonly utilized business software; familiarity with a variety of computer systems with the ability to effectively enter and retrieve data on a computerized tax system; ability to prepare clear and concise reports; ability to meet and deal effectively with business owners and representatives and to enforce tax laws with firmness, tact, and impartiality; good judgment.

Minimum Education and Experience:

Education: Possession of a bachelor's degree in accounting, business administration, economics, finance or other relevant field; satisfactory completion of five (5) classes in an applicable graduate degree or relevant professionals designation (e.g. Deputy Commissioner of the Revenue, Personal Property Specialist);

Experience: Minimum of two (2) years of experience as a Business Inspector I with an "above average" or higher performance appraisal ratings; completion of a minimum of two thousand (2,000) field inspections which includes complex inspections such as the airport, special events (e.g. NASCAR), mixed use office complexes;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.



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Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

Possession of a valid driver's license issued by the State of Virginia.

G.C.A.0029

Career Code:

Date of last Revision: 01-Jan-2011

NOTE: This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification and is not intended to describe and does not necessarily list the essential job functions for a specific position in a job classification.