

BUSINESS LICENSE SPECIALIST I

Job Summary

Under supervision, performs office and clerical duties such as issuing business licenses. This classification is part of the City's Job Series.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Issues business licenses, decals and permits.
2. Maintains records of city business licenses and franchise payments, interviews applicants and receives applications for licenses and permits.
3. Processes and records small claims court actions; interprets and applies provisions of the municipal code.
4. Determines the amount of fees.
5. Processes forms prior to the issuance of a business license.
6. Refers business license applicants to proper agencies and city departments for necessary inspections and approvals.
7. Prepares reports; provides information to the public and staff regarding business license procedures, policies and operations.
8. Types and files.
9. Operates a variety of office machines including a computer and related software.
10. Performs related duties as required.

Qualification Guidelines

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and Experience

Graduation from high school or GED. Three (3) years of full-time paid increasingly responsible experience performing business licensing or other financial clerical work. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- Methods, practices, and terminology used in financial clerical work.
- Modern business office practices and procedures including filing systems.

Skill and Ability to:

- Type at a speed of not less than 45 net words per minute.
- Learn to interpret required provisions of the municipal code, County, State and Federal laws.
- Perform mathematical calculations with speed and accuracy.
- Operate computer, calculator, adding machine and other office equipment.
- Understand and carry out oral and written directions.
- Establish and maintain effective working relationship with others.

License and Certificate:

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor vehicles (DMV) Government Employer Pull Notice program, which confirms possession of a valid driver's license and reflects the driving record. Typing certificate of 45 net words per minute required at the time of application.

Physical Requirements and Working Conditions:

Employee accommodations for physical and mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require to meet approved minimal physical and medical standards.
- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Require the ability to stand for long periods.
- Perform lifting, pushing and/or pulling which does not exceed 25 pounds and is an infrequent aspect of the job.
- Is subject to inside environmental conditions.