

FINAL

Job Title LICENSE INSPECTOR
 Closing Date/Time Fri. 10/18/19 4:30 PM Pacific Time
 Salary \$1,734.24 - \$2,467.92 Biweekly
 Job Type Classified - Full-Time, Permanent
 Location Long Beach, California
 Department Financial Management - (CL)

Accepting online applications only. Apply online, 24 hours a day, beginning October 4, 2019 through 4:30 p.m. October 18, 2019.

Vacancy is in the Financial Management Department.

EXAMPLES OF DUTIES:

Grade Level I:

Advises applicants for business licenses of pertinent code provisions; reviews field applications and verifies license fee computations; collects license fees from itinerant vendors and solicitors; issues notices of license violation; collects delinquent license fees; assists with the collection of evidence for prosecution of Business License Code violators and appears in court to testify; prepares reports; performs other related duties as required.

Grade Level II:

Performs the duties of a License Inspector I while providing work direction to License Inspector I,
 OR

Performs specialized enforcement of marijuana businesses, with the following examples of duties: issues citations on a more complex schedule; maintains complex recordkeeping of citations; performs work in environments where marijuana is present; participates in a multi-departmental task force charged with regulating marijuana businesses; conducts and coordinates scheduled or unscheduled inspections accompanied by peace officer escorts as needed.

REQUIREMENTS TO FILE:

Applicants must meet one of the following requirements:

A. Associate's degree or higher in business administration, public administration, criminal justice, or a related field **(proof required)***

OR

B. Two years, recent fulltime work experience performing one or more of the following functions: license inspection, license investigation, delinquent account collections, code compliance or enforcement, related field inspection experience, or data gathering functions performed in support of these activities.

College coursework in a business administration, public administration, criminal justice program, or related field may be substituted for the required work experience on a year-for-year basis **(proof required)***. For example, the equivalent of 24 semester units or 36 quarter units of

FINAL

coursework in a business administration program may be in lieu of 1 year of the required experience.

Additional Requirements to File

- Ability to exercise tact, judgment, and patience in dealing with the public and staff.
- Proficiency with personal computers including word processing applications and the ability to learn and utilize new technology.
- Willingness to occasionally work evenings and/or weekends.

***Proof of required documents, such as degrees or transcripts, must be uploaded to the online application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Degree and transcripts must indicate field of study and degree conferred date. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency.**

DESIRABLE QUALIFICATIONS: Power of Arrest PC 832 Certificate.

EXAMINATION WEIGHTS:

Application Packet.....Qualifying
 Written Exam.....Qualifying
 (Battery-operated calculator permitted.)

A minimum rating of 70 must be attained in order to be placed on the eligible list. This is a continuous eligible list and it will expire in six months. Applicants receiving Veteran's Credit will be placed on the eligible list first and then in the order in which applications were filed.

The written examination is tentatively scheduled for the week of November 4, 2019 through November 8, 2019.

If you have not received notification by October 25, 2019, please contact the Civil Service Department at (562) 570-6202.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer or Tagalog) are desirable for some positions interacting with the public.



This information is available in an alternative format by request at (562) 570-6202.

If special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202.

For hearing impaired, call (562) 570-6638.

An Equal Opportunity Employer