

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 242

BUSINESS TAX TECHNICIAN

GENERAL

Technical work in insuring compliance with the City Code of Ordinances relating to occupational licenses. Work is performed under direct supervision of the License Inspectors.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Accepts zoning certificates and license applications for all applicable businesses.
- Issue OSDS (Onsite Sewage Disposal System) permit referral forms when applicable.
- Maintains files for all applications, clearances of competency, “out of business” license-holders, related documents and general correspondence.
- Maintains annual license renewal applications, receives completed applications and license fees and mails new license or delinquent notices as required.
- Records all new licenses, completes and sends information to data processing and files copies of all licensing documents.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of City ordinances relating to occupational licensing, policies and practices.
- Knowledge of bookkeeping and clerical principles and methods.
- Ability to use data processing ledgers, and other documents and registers to retrieve information.
- Ability to compose correspondence.
- Ability to communicate with irate customers in a courteous manner.
- Ability to type and operate a personal computer.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials, regulatory agencies and personnel and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, sexual orientation or political affiliation.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of an acceptable equivalency diploma. Two years experience in business or regulatory work, certification from FAOLO (Florida Association of Occupational Licensing Officials).

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

SPECIAL REQUIREMENTS

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Rev. 4/2010BLB

Work Location: Development Services

Bargaining Unit: General Employees

FLSA: Non-Exempt

Classification Plan: 42/18

GERS: Regular Class