



CITY OF FORT LAUDERDALE
invites applications for the position of:
BUSINESS TAX INSPECTOR

SALARY: \$21.64 Hourly
\$45,011.20 Annually

OPENING DATE: 09/07/22

CLOSING DATE: 09/21/22 12:00 AM

POSITION SUMMARY:

The Development Services Department seeks a Business Tax Inspector.

The Business Tax Inspector inspects local businesses and enforces compliance with the City of Fort Lauderdale's Local Business Tax Ordinance. They process business tax applications; issue civil citations to businesses and individuals that fail to obtain a local business tax receipt; collect local business tax receipt fees; follow-up on delinquent accounts; perform collection activities; track collection results, and maintain all related records and database information.



Join Our Team!

The City of Fort Lauderdale employees possess a passion for public service demonstrated by a high degree of enthusiasm, self-reliance, and job proficiency. They effectively convey the vision and mission of the organization and provide excellent service and satisfaction to our internal and external customers.

This position shall remain open until a sufficient number of qualified applications have been received.

This position pays \$21.64 per hour.

NOTE: The duties of this position will include all of those duties set forth in the official job description.

This job classification is included within the bargaining unit represented by Teamsters Local Union 769 and therefore is subject to the terms and conditions of the Collective Bargaining Agreement between the City of Fort Lauderdale and Teamsters Local Union 769.

In accordance with Article 24 of the Collective Bargaining Agreement between the City of Fort Lauderdale and Teamsters Local Union 769, for posting purposes this open-competitive job posting

shall be considered as a simultaneous internal and external posting (it is open to both internal City employees and external applicants). Additionally, this job classification is subject to the terms and conditions of the Collective Bargaining Agreement between the City of Fort Lauderdale and Teamsters Local Union 769.

The City offers a wide variety of benefits to employees. In addition to the competitive benefits package and salary, the City participates in the Florida Retirement System (FRS) which offers an investment option and a pension option, and requires a 3% contribution from employees. New hires are automatically enrolled in FRS.

Say "Hello" to the City of Fort Lauderdale and Say "Goodbye" to Your Student Loan!
That's right! Under the U.S. Department of Education's Public Service Loan Forgiveness (PSLF) program, the remaining balance on your student loan may be forgiven after you have made 120 qualifying monthly payments while working full-time at the City of Fort Lauderdale! Please visit www.fortlauderdale.gov/PublicServiceLoanForgiveness for more information or to see if you qualify.

ESSENTIAL JOB FUNCTIONS:

Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. The omission of a function does not preclude management from assigning essential duties not listed herein if such duties relate to the position.

- Inspects businesses located within the City of Fort Lauderdale to ensure compliance with the Local Business Tax Ordinance chapter 15;
- Conducts field inspections to locate individuals/organizations that are doing business in the City;
- Checks to ensure the proper licenses are in the possession of the business operators;
- Directs individuals to obtain licenses and follows up to ensure compliance;
- Performs field audits of business activity to evaluate compliance with the City's Alcoholic Beverage Ordinance Chapter 5;
- Issue Business Tax for all new and renewing businesses that have paid and met requirements;
- Prepares inspection reports;
- Investigates any complaints pertaining to businesses within the City of Fort Lauderdale;
- Prints and mails annual renewal notices, applies penalties, and mails delinquent notices;
- Assists in the processing of mail;
- Present Business Tax cases to the Special Magistrate per City Ordinance;
- Bills and handles payments in the Business Tax system and verifies payment accuracy;
- Gives correct billing information based on approved categories and in observance of the relevance to the City's Ordinances and Florida State Statutes;
- Maintains various records regarding specific Business Tax areas of all businesses and licenses, pending or suspended, and prepares reports from the data;
- Answers phone and responds to calls and emails;
- Performs related work as required.

JOB REQUIREMENTS & WORK ENVIRONMENT:

1. High School Diploma or G.E.D. equivalency;
2. A minimum of one (1) - three (3) years of experience involving any of the following: business license work, revenue collection work, regulatory work, enforcement work, inspection work, or investigation work;
3. Obtain certification from the Florida Association of Business Tax Officials within 2 years of hire.
4. Possess a Florida driver's license with an acceptable driving record, or be able to obtain one by date of hire.

5. Additional qualifying experience or completion of coursework at an accredited college or university in a job-related field, may substitute on a year-for-year basis for one year of the required experience

Preferences:

1. Ability to work out in the field, and in the office when needed;
2. Good math skills;
3. Excellent customer service skills;
4. History of excellent attendance.

Non-Essential Employees will not be required to work during a declared emergency but may be required to work in some capacity after the declared emergency. The employee's Department Head will determine when the employee will be required to work.

PHYSICAL STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

The position is generally sedentary. Employees sit most of the time but may walk or stand for brief periods of time.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING ENVIRONMENT:

Work Environment	Frequency Working in Designated Environment
Office or similar indoor environment	Sometimes
Outdoor environment	Frequently or Often
Street environment (near moving traffic)	Frequently or Often
Construction site	Seldom or Never
Confined Space	Seldom or Never
In the community (homes, businesses, etc.)	Frequently or Often
Lab	Seldom or Never
Warehouse environment	Sometimes

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HOW TO APPLY/ VETERAN INFORMATION:

Depending on the number of applications and the quality of their education and experience, the examination may consist of one or more of the following tests: Evaluation of Training and Experience, Oral Interview, Written Examination, or other assessment method. Applicants must attain a minimum score of 70 in each part of the examination to qualify. All successful applicants will be required to pass a medical examination, including drug screening, prior to appointment.

An eligible veteran who enters an open-competitive examination shall receive preference points added to the total passing score earned in the examination as provided for in the Florida Statutes. To obtain veteran's preference, candidates MUST submit a copy of separation papers and the City of Fort Lauderdale's veteran's preference claim form ([J-204](#)).

- * 1. This application supplement is an integral part of the application process and must be completed together with the formal application in order for you to be considered as an applicant. Answer each question as thoroughly as possible as your responses will be rated as to how they relate to the position to be filled. Please answer each question in this application supplement directly and do not type "See Resume" OR "I Will answer in an interview." Failure to complete the answers in this supplement may result in a lower rating. Unanswered questions, incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. If the supplemental question is not applicable, please indicate N/A. Please indicate that you have read and understand the above instructions by typing your name below.
- * 2. Please indicate your City of Fort Lauderdale employment status below:
- ☐ Not a City of Fort Lauderdale Employee
 - ☐ Full-Time TEAMSTERS Employee
 - ☐ Full-Time Other Contract or Management Employee
 - ☐ Part-Time City Employee
- * 3. How much experience do you have working in local government? (City, County, etc.)
- ☐ No Experience
 - ☐ Less than 1 year
 - ☐ 1 year
 - ☐ 2 - 3 years
 - ☐ 4 - 6 years
 - ☐ 7 or more years
- * 4. If hired, you will be required to obtain certification from the Florida Association of Business Tax Officials within 2 years of your hire date. Are you aware that this is a requirement of the position? (training would be provided and it would be at no expense to you)
- ☐ Yes, I am aware and am willing
 - ☐ No, I wasn't aware, and am unwilling
 - ☐ I am not sure how I feel about this requirement
- * 5. Which of the following skills do you possess? Check all that apply. Must show all related experience on your application to receive credit.
- ☐ Analytical skills
 - ☐ Customer service skills
 - ☐ Accounting/Mathematical skills
 - ☐ Organizational skills
 - ☐ Payment reconciliation skills
 - ☐ Typing skills
 - ☐ Computer skills
 - ☐ General office equipment skills
 - ☐ None of the above
- * 6. How many years of experience do you have in business license processing, enforcement, revenue collection, regulatory work, inspections, or investigations. (select all that apply)
- ☐ No Experience in any of the above
 - ☐ Less than 1 year in business license processing, enforcement, revenue collection, regulatory work, inspections, or investigations
 - ☐ 1 - 3 years experience in business license processing
 - ☐ 1 - 3 years in enforcement
 - ☐ 1 - 3 years of revenue collection
 - ☐ 1 - 3 years of experience in regulatory work
 - ☐ 1 - 3 years of experience in inspection work
 - ☐ 1 - 3 years of investigations work

- ☐ 4 or more years in business license processing
 - ☐ 4 or more years experience in enforcement
 - ☐ 4 or more years of experience in revenue collection
 - ☐ 4 or more years of experience in regulatory work
 - ☐ 4 or more years of inspection work
 - ☐ 4 or more years of investigations work
- * 7. How many years of work experience do you have that involved any type of enforcement of ordinances, laws, rules or regulations?
- ☐ No Experience
 - ☐ Less than 1 year
 - ☐ 1 - 3 years
 - ☐ 4 - 6 years
 - ☐ 7 or more years
- * 8. How much customer service experience do you possess?
- ☐ No Experience
 - ☐ Less than 1 year
 - ☐ 1 - 3 years
 - ☐ 4 - 6 years
 - ☐ 7 or more years
- * 9. How many years of experience do you have in the maintaining/filing/researching of records and accounts?
- ☐ No Experience
 - ☐ Less than 1 year
 - ☐ 1 - 3 years
 - ☐ 4 - 6 years
 - ☐ 7 or more years
- * 10. Please indicate your skill level with Microsoft Excel.
- ☐ Beginner (basic functions)
 - ☐ Intermediate (includes using formulas, making charts and graphs, etc.)
 - ☐ Advanced (includes using VLOOKUP, pivot tables, etc.)
 - ☐ No Experience
- * 11. Please indicate your skill level with Microsoft Word.
- ☐ Beginner (basic functions)
 - ☐ Intermediate (formatting sections, inserting page and section breaks, page numbers, etc.)
 - ☐ Advanced (includes mail merges, tables, etc.)
 - ☐ No Experience
- * 12. How many words per minute do you type accurately?
- ☐ No Typing Experience
 - ☐ 1 - 20 Words Per Minute
 - ☐ 21 - 40 Words Per Minute
 - ☐ 40 - 60 Words Per Minute
 - ☐ Over 60 Words Per Minute
- * 13. After reading the job description, what aspects of this position do you think you'll enjoy?
- ☐ Helping people with my Customer Service skills
 - ☐ Using my math skills
 - ☐ Helping people over the phone
 - ☐ Working outdoors in the field
 - ☐ Researching businesses and payment information
 - ☐ Enforcing compliance to regulations
 - ☐ Performing collections
 - ☐ Maintaining records

- ☐ Investigating delinquent accounts
- ☐ Processing applications

* 14. What aspects of this position do you think you'll dislike?

- ☐ Helping people out in the field
- ☐ Using my math skills to determine balances due
- ☐ Answering phones to help people and answer questions
- ☐ Working outdoors in the field (including inclement weather such as rain and extreme heat)
- ☐ Researching on the internet for new businesses and what businesses may owe
- ☐ Enforcing businesses to comply with regulations and paying fees
- ☐ Performing collection duties in person and by mail
- ☐ Keeping records, creating records, and filing
- ☐ Processing applications and other paperwork
- ☐ Learning regulations, ordinances, and laws

* 15. Do you possess a Florida driver's license with an acceptable driving record, or be able to obtain one by date of hire?

- ☐ Yes
- ☐ No

* 16. Please tell us why you are interested in the Business Tax Inspector position.

* Required Question