



Code: 1227

Family: Legal and Regulatory

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Examining and Licensing

CLASS TITLE: REVENUE INVESTIGATOR I

CHARACTERISTICS OF THE CLASS

Under supervision, performs investigative duties to enforce and ensure compliance with the City's business license ordinances, and performs related duties as required

ESSENTIAL DUTIES

- Conducts field investigations to ensure that businesses are operating with current and appropriate licenses (e.g., tobacco, liquor, public place of amusement) and that licenses are properly displayed
- Researches and examines available license records and gathers related information to determine businesses' license liabilities
- Issues citations and delinquent notices to businesses and confiscates illegal merchandise
- Interprets license ordinances and explains payment requirements to business owners
- Prepares written reports detailing the findings of business license compliance investigations
- Assists in enforcing business close-up orders, as required
- Assists senior level Revenue Investigators and staff from operating departments in conducting large-scale and complex license compliance investigations, as required
- Participates in the conduct of special investigations to identify businesses operating without appropriate licenses and refers for auditing those businesses that also appear to be delinquent in tax payments or not registered for applicable taxes, as required
- Testifies at court proceedings regarding citations and delinquent notices issued

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with an Associate's degree or 60 hours of college credit in Criminal Justice, Law Enforcement, or a directly related field; **OR** two years of investigative work experience; or an equivalent combination of education, training and experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required
- Must have the permanent use of an automobile that is properly insured, including a clause specifically insuring the City of Chicago from accident liability

WORKING CONDITIONS

- General office environment
- Exposure to outdoor weather conditions

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Two-way radio
- Photographic and video equipment

PHYSICAL REQUIREMENTS

- Ability to stand and walk for extended or continuous periods of time

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Some knowledge of:

- permit and licensing applications, fees, and programs
- investigation and inspection methods, techniques, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
July, 2014