



Office of Human Resources  
Business License Inspector - CN1848  
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### General Statement of Duties

Performs intermediate level investigation, and enforcement work to ensure compliance with federal, state, and municipal codes, rules, and regulations relating to marijuana, liquor, food establishments and various other regulated businesses.

### Distinguishing Characteristics

This class is distinguished from the Chief Inspector who performs supervisory duties over the Business License Inspectors.

### Level of Supervision Exercised

None

### Essential Duties

Reinspects violations or potential violations based on established policies and professional judgment.

Investigates and resolves complaints regarding business license and other compliance issues and presents information to citizens regarding code violations, and may issue citations, stop work orders, or summonses. Makes recommendations to assist business owners with compliance issues.

Works closely with City Attorney's Office to gather critical investigative material that is associated with complex marijuana and liquor regulations.

Performs measurements of distance for new Liquor and Marijuana applicants to determine proximity restrictions to schools, child care facilities, substance abuse rehab centers, and other facilities.

Assesses and reviews construction floor plans and performs comparative analysis between submitted drawings and actual build outs.

Represents the city as a subject matter expert in presenting testimony and historical facts in legal matters, hearings, and court sessions with regards to license violations.

Patrols and enforces appropriate licensing rules and regulations at sporting events, parades, special events within the City and County of Denver.

Creates and maintains accurate reports of each investigation. Updates records and systems for each inspection.

Coordinates law enforcement operations with Denver Police Department, Marijuana Enforcement Division, and other law enforcement agencies as appropriate.

Researches applicable State statutes, city ordinances, and inter-office rules and regulations as needed to suitably regulate and enforce.

Communicates with other city agencies and departments, State regulatory agencies, and internal/external customers.

Ensures that Public Posting Notices and Suspension Posting Notices are posted correctly, in a timely manner, and are conspicuously displayed to the general public.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### **Competencies**

**Customer Service** – Works with customers to assess needs, provide assistance, resolves problems, and satisfy expectations, knows products and services, and is committed to providing quality products and services.

**Decision Making** – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

**Oral Communication** – Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

**Reading** – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

**Reasoning** – Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

**Writing** – Writes in a clear, concise, organized, and convincing manner for the intended audience.

### **Knowledge & Skills**

Knowledge of inspection and research principles and practices sufficient to be able to conduct thorough and comprehensive inspections relative to the specific field.

Skill in conducting investigations to ensure compliance with applicable rules and regulations.

Skill in preparing legal documents.

### **Education Requirement**

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

### **Experience Requirement**

Two (2) years of public contact experience explaining policies, procedures, statutes, rules, and/or regulations and relating them to specific problems.

### **Education & Experience Equivalency**

Additional appropriate education may be substituted for the minimum experience requirements.

### **Licensure & Certification**

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Pressure due to multiple calls and inquires.  
Subject to long irregular hours.  
Subject to many interruptions.  
Subject to varying and unpredictable situations.  
Potential exposure to extreme of heat and cold in all weather conditions.

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position.  
Talking: expressing or exchanging ideas by means of spoken words.  
Hearing: perceiving the nature of sounds by the ear.  
Eye/hands/foot coordination: performing work through using two or more.  
Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

**Background Check Requirement**

Criminal Check  
Employment Verification  
By position, Motor Vehicle Record

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade:** N-617  
**FLSA Code:** N  
**Established Date:** 9/21/2018  
**Established By:** LS  
**Revised Date:**  
**Revised By:**  
**Class History:**