

DEPARTMENT: TOWNS
CLASSIFICATION: NON-COMPETITIVE - WHEN P/T
COMPETITIVE WHEN FULL-TIME
APPROVED: DECEMBER 19, 2002

BINGO INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is a public contact position involving responsibility for the inspection of bingo games to insure conformity with law and rules. Work is performed under supervision of the municipal governing body in accordance with established policies and procedures. Inspects the conduct of bingo games; does related work as required.

TYPICAL WORK ACTIVITIES:

1. Investigates qualifications of organizations applying for bingo license;
2. Investigates details of proposed procedures for conduct of bingo, background and character of proposed workers and lessors of premises;
3. Makes sure that equipment is in good operating order;
4. Makes inspections of bingo games in progress and counts sales in various categories;
5. Checks system of money control and analyzes reported receipts and makes comparison on sight counts;
6. Receives and investigates complaints and explains and provides information regarding requirements of law and rules;
7. Appears and testifies at hearings involving violations;
8. Maintains records and submits individual inspection reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of arithmetic; ability to keep routine records and prepare accurate and complete reports; ability to get along with and deal effectively with the public; good moral character; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma.

12/19/2002; 4/28/1964