

DEPARTMENT: NORTH TONAWANDA OFFICE OF THE MAYOR
CLASSIFICATION: NON-COMPETITIVE
APPROVED: 2/21/96

MUNICIPAL BINGO INSPECTOR
(North Tonawanda)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the inspection of bingo games to ensure conformity with laws, rules and local ordinances. Work is performed under the general supervision of the Mayor in accordance with established policies and procedures. Does related work as required.

TYPICAL WORK ACTIVITIES:

Investigates qualifications of organizations applying for Bingo License;
Investigates details of proposed procedures for conduct of Bingo, background and character of proposed workers and lessors of premises;
Ensures that equipment is in good operating order;
Inspects Bingo games while in progress and counts sales in various categories;
Checks system of money control and analyzes reported receipts and makes comparison on sight counts;
Receives and investigates complaints, and explains and provides information regarding requirements of Law and Rules;
Appears and testifies at hearings involving violations;
Maintains records and submits individual inspection reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of State and local laws involving Bingo games;
Good knowledge of arithmetic;
Ability to keep routine records and prepare accurate and complete reports;
Ability to get along well with and deal effectively with the public;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

One year of experience involving public contact, inspection or law enforcement.