



## CITY OF SELMA JOB POSTING INTERNAL/EXTERNAL JOB POSTING

The following position is available with the City of Selma. Applications are available in the Personnel Department located at City Hall, 222 Broad Street, Selma, AL 36701. Please contact the Personnel Department at (334) 874-2110 with any questions. Email your resume to: [lrutledge@selma-al.gov](mailto:lrutledge@selma-al.gov).

**DEADLINE FOR TRANSFER REQUEST, APPLICATIONS AND RESUMES DUE MONDAY, JANUARY 8, 2023  
BY 4:30 P. M.**

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<b>Positions:</b>	License Inspector
<b>Reports to:</b>	Finance Directors
<b>Department:</b>	Tax and License
<b>Location:</b>	222 Broad Street, Selma Alabama
<b>Status:</b>	Regular, Full-time
<b>Schedule:</b>	Monday – Friday / 8:30am – 4:30pm
<b>Rate of Pay:</b>	\$12.00 – \$14.00 per hour

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### **Job Summary**

Responsible for collecting business license revenue and enforcing business license code compliance for businesses operating in City limits within the bounds of federal, state, and local laws. Ensure compliance through appropriate action of written notices and citations. Prepare documents, notices and citations for court proceedings when appropriate. Perform investigative work in the office and on-site to identify delinquent businesses and outstanding revenue. Assist customers with questions regarding business licensing. Responsible for taxis and non-motorized vehicle's licensing, driver's permits, and City decal certificates. Assist supervisor with non-profit organization requests for exemption of business license. Receive, process, and reconcile checks and other revenue to refund book. Mail business licenses, permits, and hospitality refund checks. Provide back up for taking daily deposits to bank. Annually set up renewal applications for business licenses in the system. Implement retention policy for outdated documents and

files.

### **Duties and Responsibilities**

Responsible for Collection, Enforcement, and Regulation of Business Licenses & Related Revenue Collect delinquent renewal business license, hospitality taxes, and payment pending tax revenue. Issue warning citations for delinquent, non-compliant businesses. Reply to all requests that are generated through the City's website including rate sheets, complaints, and questions. Investigate businesses requesting void status for renewals. Maintain collection report spreadsheets and noncompliant business notes. Conduct research by field review, subcontractor lists, publications, computer reports, and customer inquiries of businesses operating in the City without a business license. Must be able to communicate on the level of the listener. Assist businesses with data to determine if the grosses they are reporting are attributed to sales within the City. Provide Administration Assistance and Customer Service. Assist customers with questions regarding rules, regulations, and laws effecting business licensing. Must be knowledgeable of local, state, and federal laws that govern business licensing. Assist supervisor with non-profit organization request for exemptions. Maintain, track, and purge records in accordance with retention policy. Receive, calculate, verify and enter into the system all business license renewal applications annually. Maintain monthly and yearly collections reports. Maintain clear and precise records and follow up contacts for all collections Regulate Responsible for permitting, licensing, and regulating all taxi and non-motorized vehicles operating in the City limits. Review applications and issue all city taxicab driver permits, licenses and City decal certificates ensuring they comply with City code and policy. Complete field inspections of taxis and non-motorized vehicles for safety and permit compliance. Other duties and responsibilities as assigned.

### **Credentials and Experience**

Two-year Associate's degree or equivalent in Business, Accounting, or related field is required. Over two years of experience in collections, accounting or related field is required. Driver's License Required.

**APPLICATIONS INCLUDING YOUR RESUME SHOULD BE SUBMITTED TO THE  
PERSONNEL DEPARTMENT 222 BROAD STREET SELMA AL 36701**

***THE CITY OF SELMA IS AN EQUAL OPPORTUNITY EMPLOYER***