



<b>Job Title</b>	<b>License Enforcement Officer I</b>	<b>FLSA Status</b>	<b>Non-Exempt</b>
<b>Band</b>	<b>PAR</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>3</b>	<b>Job Code</b>	<b>15150</b>

**Class Specification – License Enforcement Officer I**

<b>Summary Statement:</b> The purpose of this position is to enforce business licenses issued by the City Clerk's Office, with primary responsibility of reviewing and licensing medical marijuana and liquor licensed businesses; and ensuring licensee compliance with State law, City code, rules, and regulations.	
<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
50%	Receives, processes, and reviews applications by responding to application process inquiries; accept applications and reviews for completeness and required attachments; receives and posts payments for application and license fees; prepares and maintains hard and electronic application files throughout process; investigates and evaluates application contents and attachments for validity; contacts applicants and attorneys for remedy of application deficiencies; prepares and sends inter-departmental reviews necessary for required approvals; collects reviews and updates files and licensing database; prepares and publishes certified boundary notices, posts notices, and required public notices for hearing dates; communicates with applicants on application process, hearing dates, and survey requirements; and coordinates interdepartmental meetings.
25%	Inspects premises for compliance to codes, rules, and regulations by reviewing application files for diagrams, conditions on license, complaints, prior enforcement actions, and any outstanding items from prior inspections; inspects premises for compliance with all license postings, conditions of premises, unlawful activities and practices, and security requirements; issues summonses to Municipal Court as applicable for appropriate legal actions; and prepares, files, and distributes reports as applicable.
25%	Assists citizens, applicants, licensees, medias, and other departments by answering inquiries from phone, fax, email, or in person for information; documents and CORA requests; collects and reviews applicable data; retrieves archived files; makes copies or certified copies; references applicable city codes, states statute, rules and regulations; and resolving issues as applicable or makes recommendation for actions or responses.



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**Competencies Required:**

**Human Collaboration Skills:** Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

**Reading:** Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

**Math:** Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Writing:** Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Technical Skills Required:** Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

**Education:** Equivalent to the completion of the twelfth grade (high school diploma or GED) supplemented by specialized training or experience in criminal justice, police science, auditing or a related field.

**Experience:** One year of full-time investigation, recordkeeping/auditing, or law enforcement experience.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Colorado Notary Public Certification	Within 1 month of start date
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Certifications required in accordance with standards established by departmental policy.	
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**Supervision Exercised:** Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling of work.

**Supervision Received:** Receives Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

**Fiscal Responsibility:** This job title has no budgetary responsibility.

**Physical Demands:** Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Several Times per Month
Noise and Vibrations	Several Times per Month
Physical Hazards	Seasonally
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Occasionally

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, digital recording equipment, calculator, PC, barcode reader, various printers (license, badge, receipt, label), standard office equipment; and rare use of disposable mask and coveralls for site inspections of medical marijuana grow facilities.

**Specialized Computer Equipment and Software:** Microsoft Office and business licensing software.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original Date: August 2014