City of Rapid City
Job Description

Job Title | License Compliance Inspector
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Job Code: | LCIN
Job Family: | 
Pay Grade: | PN14
Date Revised: | 10/5/2020
FLSA Status: | Non-Exempt

General Summary: This position is responsible for performing background investigations and inspects licensees to ensure compliance with city ordinances and applicable state laws.

Essential Duties and Responsibilities:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Conducts fingerprint scans with the LiveScan fingerprint machine; maintains files and cash fund.
- Registers convicted sex offenders, maintains data entry and oversees registration compliance through the Sex Offender Location Verification - SOLV
- Conducts complete background investigations and maintains files on all candidates for city employment as required, and all individuals or corporations requesting city license.
- Investigates citizen’s complaints of alleged compliance violations.
- Conducts, coordinates and reports information gathered through the investigative process, pertaining to compliance issues and be required to testify in court.
- Cooperates with other jurisdictions to identify and locate criminals or to conduct joint investigations.

Qualifications:

Education and/or Experience:

High school diploma or general education degree (GED) and one-year experience working with criminal records information or conducting background investigations.

Certificates, Licenses, Registrations:

Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire. Ability to obtain National Crime Information Center (NCIC) certification within 6 months from date of hire.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.
**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to sit the employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds.

**Other Skills and Abilities**

Law enforcement experience preferred. Demonstrated knowledge sufficient to perform essential functions, of methods and techniques of investigation, interview and interrogation. Ability to conduct investigations to enforce regulations fairly and tactfully, to work effectively and courteously with licensees, property owners and public.