

BINGO INSPECTOR P/T

Department: Town Clerk
Classification: Non-Competitive
Specification Number: 1480
Approved: 10/6/21
Revised: By JG

MINIMUM QUALIFICATIONS

Graduation from a standard senior high school or possession of a high school equivalency diploma, and one (1) year of experience in a position involving public contact, inspection or law enforcement work.

NECESSARY SPECIAL REQUIREMENT

At the time of appointment and during employment in this title, employees must possess a valid license to operate a motor vehicle in New York State.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class inspects bingo games to ensure compliance with applicable laws and regulations. Work involves responsibility for performing inspectional work regarding the conduct of bingo games. Written reports are submitted to an assigned supervisor who reviews work to insure conformance with established policies and procedures. Does related work as required.

TYPICAL WORK ACTIVITIES

Investigates qualifications of organizations applying for bingo licenses;
Investigates details of proposed procedures for conduct of bingo, background and character of proposed workers and lessors of premises;
Makes sure that equipment is in good order;
Makes inspections of bingo games 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 laws and rules;
Appears and testifies at hearings involving violations;
Maintains records and submits individual inspection reports.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of the legal procedures related to the enforcement of bingo regulations; ability to make inspections and ascertain facts through investigations; ability to deal with the public and explain and enforce regulations firmly, tactfully and impartially; ability to keep records and prepare reports; physical condition commensurate with the demands of the position.