

Job Title: Business/Alcohol License Clerk

Job Summary: The purpose of this position is to accept, review, and process applications for various licenses required by all businesses operating within the City.

Major Duties:

- Accepts and processes applications for business and alcohol licenses;
- Prepares mailings for renewal of existing business license (occupation tax and/or regulatory fee) and alcohol licenses on an annual basis.
- Receives and responds to questions, in person and over the phone, about the business license process;
- Compiles comprehensive application files, notes and reports which meet established standard policy requirements and procedures;
- Collects and records business license payments;
- Demonstrates continuous ability to work cooperatively and jointly to provide quality seamless customer service;
- Performs other related duties as assigned.

Knowledge Required by the Position:

- Knowledge of basic accounting principles;
- Knowledge of Georgia record maintenance and retention laws;
- Knowledge of Modern organization and management principles.
- Knowledge of office procedures and equipment;
- Knowledge of public relations techniques;
- Knowledge of City alcoholic beverage, business license and occupation/regulatory fee code;
- Skill in operating modern office equipment;
- Ability to communicate clearly, concisely, and effectively, verbally and in writing;
- Ability to understand and follow oral and written instructions;
- Ability to apply bookkeeping principles to the maintenance of standard fiscal and accounting records;
- Ability to make arithmetic computations and tabulations rapidly and accurately;
- Ability to maintain strict confidentiality;
- Ability to work cooperatively with other City employees and the public.

Supervisory Controls: This position works under the supervision of the City Manager.

Guidelines: Guidelines include general bookkeeping practices, City ordinances and City and departmental policies and procedures. These guidelines are clear and specific, but may require interpretation in application.

Complexity: The work consists of a variety of administrative and clerical duties.

Job Title: Business License Clerk (continued)

Scope and Effect: The purpose of this position is to accept and apply various payments and fees to the appropriate accounts and provide general clerical support to the department. Successful performance helps ensure the efficient and effective operation of City services.

Personal Contacts: Contacts are typically with co-workers, other City employees, and the general public.

Purpose of Contacts: Contacts are typically to give or exchange information and provide services.

Physical Demands: The work is typically performed with the employee sitting at a desk.

Work Environment: The work is typically performed in an office.

Supervisory and Management Responsibility: None.

Minimum Qualifications:

High School diploma or equivalent; one (1) to two (2) years of related experience; equivalent combination of education and experience.

Pay Grade(s):

Utility/Alcohol License Clerk I (Grade 53)

Utility/Alcohol License Clerk II (Grade 56)