

SENIOR BINGO INSPECTOR P/T

Department: Town Clerk
Classification: Non-Competitive
Specification Number: 1490
Approved: 10/6/21
Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Graduation from a standard senior high school or possession of a high school equivalency diploma, and three (3) years of experience in a position involving public contact, inspection or law enforcement; or, Three years as a Bingo Inspector.

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 supervises and assigns work to Bingo Inspectors, and processes reports of game irregularities. Work involves responsibility for the supervision and inspection of the conduct of bingo games. The incumbent is responsible for interpreting and explaining bingo regulations to game operators and the general public. Work is performed under the general direction of the Deputy Town Clerk, and is reviewed through conferences and written reports. Does related work as required.

TYPICAL WORK ACTIVITIES

Assigns Bingo Inspectors to schedules and supervises their work;
Investigates the qualifications of organizations applying for bingo licenses; investigates details of proposes procedures for conduct of bingo, the background and character of proposed workers and lessors of premises; makes sure that equipment is in good operating order;
Checks system of money control and analyzes reported receipts and makes comparisons with on-sight counts;
Receives and investigates complaints, and provides information regarding the requirements of laws and rules;
Maintains records and testifies at hearings involving violations;
Acts as a liaison between Bingo Inspectors and the New York State Bingo Commission.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of legal procedures as they relate to the enforcement of bingo regulations; ability to make inspections and ascertain facts through investigations; ability to deal with the general public and explain and enforce regulations firmly, tactfully and impartially; ability to keep records and prepare written reports; ability to review and analyze the reports of Bingo Inspectors, and to supervise their activities in a manner conducive to full performance and high morale; physical condition commensurate with the demands of the position.