

Department: Town of Ticonderoga

Classification: Competitive

Grade: _____

SPEC DISK C2
DOCUMENT 13

MUNICIPAL BINGO INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for inspecting the conduct of bingo games and games of chance.

This is a public contact position involving responsibility for the inspection of bingo games and games of chance to insure conformity with law and rules. Work is performed under supervision of the municipal governing body in accordance with established policies and procedures. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Investigates qualifications of organizations applying for bingo license;
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 operating 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 law and rules;
Appears and testifies at hearings involving violations;
Maintains records and submits individual inspection reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of arithmetic; ability to keep routine records and prepare accurate and complete reports; ability to get along well with and deal effectively with the public; good moral character; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (a) One year of satisfactory public contact, inspection, or law enforcement; or
- (b) An equivalent combination of training and experience as defined by the limits of (a).

Revised:

February 14, 2005