

BINGO INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for the inspection of bingo and other games of chance to ensure conformity with state and local laws and ordinances. The incumbent performs background investigations of organizations applying for bingo licenses as well as overseeing the general conduct of bingo games within the City. Work is performed under the general direction of the City Clerk with wide latitude allowed for the exercise of independent judgment in planning and carrying out the details of the work. Supervision is not a function of this position. Does related work as required.

TYPICAL WORK ACTIVITIES:

Conducts background investigations of organizations applying for a bingo license;

Performs field investigations of all bingo games held in the city;

Receives and investigates complaints from the public involving violations of bingo laws and ordinances, public health issues, fire hazards and public safety;

Ensures that gaming equipment is in good operating condition;

Inspects bingo games in progress and counts sales in various categories;

Checks prizes awarded and games scheduled for conformance with the license issued;

Maintains account of bingo cards sold, number of persons attending and monies collected during games;

Reviews financial statements and account-keeping procedures;

Appears and testifies at hearings involving violations;

Maintains records and prepares inspection reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of state and local laws and ordinances regulating bingo and games of chance;

Good knowledge of the geography of the city;

Good knowledge of business arithmetic;

Working knowledge of investigative techniques;

Working knowledge of modern methods used in keeping and checking financial records
and reports;

Ability to understand and interpret written material;

Ability to establish and maintain cooperative relationships with individuals;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high
school equivalency diploma.