

SNOHOMISH COUNTY JOB DESCRIPTION

BUSINESS LICENSE ASSISTANT

Spec No. 3007

BASIC FUNCTION

To process animal, kennel and business licenses and permits, issue licenses and permits and collect fees.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Reviews license applications and coordinates application approvals and inspections with other county departments and agencies such as the Prosecutor, Sheriff, Community Development and Health District.
2. Answers questions both orally and in writing and resolves technical problems encountered in the processing of license and permit applications.
3. Assists in implementation of business and animal license codes, procedural changes, fee schedules and enforcement programs.
4. Provides Prosecutor's Office and Hearing Examiner with required information and appears as a witness as necessary.
5. Provides business operators and the general public with information concerning business licensing ordinances and regulations.
6. Assists in the investigation of citizen complaints regarding alleged license violations.
7. Receives and processes business and animal license applications and renewals; completes required forms; collects, records and balances fees; enters transactions into the computer.
8. Provides information on a wide variety of routine technical business licensing questions to the general public both on the phone and in person; directs the public to other departments and agencies for license endorsements and approvals as appropriate; provides basic interpretations of new or changed laws and procedures.
9. May perform the duties of a Licensing Clerk I or an Accounting Assistant.
10. Performs related duties as required.

MINIMUM QUALIFICATIONS

One (1) year experience in general office work including six (6) months experience in interpreting and implementing state, county and/or local laws and/or ordinances; OR, any equivalent combination of training and/or experience which provides the required knowledge, skills and abilities; prior experience in handling money is preferred. Must pass job related tests.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- cashiering methods and techniques;
- general office practices and procedures;
- basic arithmetic.

Ability to:

- learn and retain complex business licensing procedures;
- follow oral and written instructions;
- communicate effectively both orally and in writing;
- perform accurate arithmetic calculations;
- make change quickly and accurately;
- prepare related forms and reports;
- work under pressure;
- work with minimum supervision;
- deal with the public in a tactful and courteous manner in spite of hostility and dispute;
- accurately utilize standard office equipment;
- accurately review, verify and process a variety of transactions.

SUPERVISION

Incumbents in this class must frequently exercise independent judgment in the application of complex business licensing procedures. Overall work is spot-checked to insure accuracy.

WORKING CONDITIONS

The work is performed in the usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: July 1987

Revised: October 1990

EEO Category: 6 – Administrative Support

Pay Grade: 305 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous