

Jurisdictional Class: Competitive; Non-Competitive when Part Time in Towns and City of Plattsburgh
Adopted: May 20, 1964
Revised: May 28, 2010

MUNICIPAL BINGO INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is a public contract position involving responsibility for the inspection of bingo games to insure conformity with laws 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 or organizations applying for bingo license;
Investigates details of proposed procedures for conduct of bingo, investigates 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 & 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.

MINIMUM QUALIFICATIONS: One (1) year of satisfactory public contact, inspection, or law enforcement experience.

Agreed to by New York State Bingo Control Commission and State Civil Service Department, Municipal Service Division – 4/28/64.