

## BINGO INSPECTOR, PART-TIME

Code No.: 6-02-001

NON-COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible position involving the inspection of all bingo games and games of chance sponsored by organizations in the town. Work is performed in accordance with the New York State Racing and Wagering Laws and under general supervision from the town governing body. Supervision of others is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES (All need not be performed in a given position. Other related activities may be performed although not listed):

Inspects game hall prior to the game for proper equipment; safe fire exits, and overall set up of tables and chairs;

Checks license, number of workers and identification badges as required;

Observes games while in progress for the protection of the players and the sponsor organization;

Maintains a record of all game components sold and used during the game;

Completes mandated reports such as the Bingo Inspection Report and basic financial reports and files reports with the Town Clerk;

Discusses any game violations with town employee in charge;

Reviews game operators' financial reports against inspector's records;

Investigates and resolves complaints;

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of the popular games of chance including bingo; Working knowledge of the New York State Racing and Wagering Laws; ability to keep simple records; ability to prepare statistical reports; ability to work well with the public; ability to observe a large crowd participating in the games; attentiveness; integrity; good judgement; physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS

One (1) year of paid full-time or paid part-time or volunteer equivalent experience in records maintenance involving public contact.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with

the Monroe County Government will be required to pass a pre-employment drug test.

ADOPTED: March 20, 1986