

# CITY OF BUFFALO

## PERMIT & INSPECTION SERVICES OFFICE OF LICENSES

BYRON W. BROWN  
Mayor

JAMES COMERFORD  
Commissioner

Notice of Vacancy

### **BINGO INSPECTOR**

One (1) Provisional Vacancy

Department of Permit & Inspection Services

**Salary: \$41,441 – 47,725**

All applicants must apply in writing for the above position and specifically detail all experience and qualifications related to the position.

(See attached job specifications)

All resumes are to be submitted to:

James Comerford Jr., Commissioner  
Permit & Inspection Services  
65 Niagara Square Rm.324  
Buffalo, NY 14202

Resumes must be received before the close of business on

**JULY 23, 2018**

Posted: July 13, 2018

Office of Licenses  
65 NIAGARA SQUARE / 301 CITY HALL  
BUFFALO, NY 14202-3303  
(716) 851-4078 / FAX: (716) 851-4972

**DISTINGUISHING FEATURES OF THE CLASS**

An incumbent of a position in this class conducts investigations relative to the conduct of bingo games for conformity with local and state laws and ordinances. This is routine investigative work in connection with the conduct of bingo games within the City of Buffalo. Work involves the checking and overseeing of the general conduct of the games and submits daily written reports. Work is performed under the supervision of the Supervisor of License and an incumbent exercises independent judgment contingent upon the circumstances of the situation involved.

**TYPICAL WORK ACTIVITIES**

Performs field investigations of all bingo games in an assigned area within the City of Buffalo;  
Reviews and processes complaints from the public to determine violations of the Bingo Law, Public Health, Fire Hazards and Public Safety;  
Plans the scope and the methods of investigation to be used by gathering, assembling, preserving and reporting facts and evidence;  
Prepares concise factual reports of information gathered and may testify in court cases;  
Reviews financial statements and account-keeping procedures;  
Checks prizes awarded and games scheduled to make certain they are in conformance with the license issued;  
Maintains an accurate account of bingo cards sold, number of persons attending and monies collected during a game;  
Performs related clerical work;  
Performs related duties as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Good knowledge of the principles and techniques of investigations;  
Good knowledge of the rules of evidence and court procedures relative to the conduct of bingo games;  
Ability to understand and interpret written material;  
Mathematical aptitude;  
Ability to conduct interviews;  
Ability to establish and maintain cooperative working relationships with individuals;  
Ability to detect discrepancies in statements and other evidence gathered;  
Keen observation; sound judgment;  
Physical condition commensurate with the duties of the position.

**MINIMUM QUALIFICATIONS**

**Open Competitive**

(A) Associate’s Degree from an accredited college or university and three years of full-time qualifying experience\*;

**OR**

(B) **Graduation from High School, GED or Equivalency Diploma and five years of full-time qualifying experience\***;

**OR**

(C) An equivalent combination within the limits of A and B.

**\*Qualifying Experience** is work involving any of the following:

1. Gathering of data and evidence;
2. Interviewing;
3. Seeking sources of information;
4. Evaluating information and data;
5. Related areas (as related to examples of work)

**Note:** Verifiable part-time experience will be pro-rated to meet full-time experience requirements.

Proof of education must be presented at time of appointment.

**Special Requirement:** Possession of a current NYS Driver’s License that must be presented at time of appointment and maintained during length of employment.

**ADOPTED:** 7/1/64  
**REVISED:** 5/7/79; 3/20/85; 4/1/87; 5/22/02  
**REVIEWED:** 7/16/80; 4/8/98

**Department of Human Resources, Civil Service Administration, Room 1001 City Hall, Buffalo, NY 14202**