

## MUNICIPAL BINGO INSPECTOR

**DISTINGUISHING FEATURES OF THE CLASS:** This is work involving the inspection of all aspects of bingo games to assure compliance with established rules and regulations. The work is performed under the general direction of the Village or Town Clerk. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Checks license of bingo occasion to see that it is in order and conspicuously displayed;

Checks out volunteer workers are wearing identification badges, that they are all at least 18 years of age;

Checks players as they enter bingo game to ascertain that they are in possession of an admission card, that players under 18 years of age are accompanied by adults, and that no player is buying cards for another player;

Ascertain that no gambling, chance-selling or card-playing is transpiring at the bingo occasion;

Checks that all equipment is in good order, that halls are uniform and that all materials are sold face-down, with no exchange permitted;

Establishes that an adequate control system is in use and that work sheets are being maintained;

Collects report of amount of money collected, number of players, name of member in charge, name of caller, name of assistant caller;

Counts cards, books, jackpots and other bingo materials;

Answers inquiries of players or workers pertaining to bingo game procedures;

Establishes that the occasion is free of any disorders;

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Working knowledge of the New York State Bingo Commission requirements for bingo games;

Working knowledge of basic arithmetic, including addition, subtraction and decimals;

Ability to prepare written reports;

Ability to meet and deal effectively with the public; tact; courtesy; good moral character; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS: Either:**

- A) Graduation from high school or possession of a high school equivalency diploma; or
- B) Two years of any kind of investigative or public contract experience.