

**LICENSE OFFICER II****NATURE OF WORK IN THIS CLASS:**

This is complex technical work involved in the licensing and registration of business establishments, professionals and other organizations or associations and the administration of marriage licenses.

Employees in this class perform the full range of complex licensing and registration work under the purview of the Business License Branch and often lead less experienced technical staff.

**ILLUSTRATIVE EXAMPLES OF WORK:** (These examples do not list all the duties that may be performed; any one position may not include all the duties listed.)

Processes license and registration applications for domestic corporations, foreign corporations, off-island corporations, partnerships, associations, and joint venture agreements; reviews applications and all required documents, such as constitution and by-laws, partnership agreements, articles of incorporation, and other related documents for completeness, accuracy and compliance with applicable laws and regulations.

Reviews applications and documents for the registration of off-island corporations, insuring that all applicable requirements are met, such as the filing of certified copies to the article, managing agent of the corporate documents and related requirements according to the laws of applicable state and other documents related to the corporate structure.

Reviews Trademarks, Copyrights and Patents and other applicable documents for sufficiency in meeting requirements of local laws and regulations.

Refers documents to the Director of Revenue and Tax or to the Attorney General's Office for subsequent review and approval; prepares license certificates for the Director's approval.

Processes marriage license applications; insures that all required documents are accurately completed and filed in accordance with applicable laws and regulations, accepts/waives application for marriage license and administers oath as authorized.

Explains and interprets laws, regulations, procedures and other guidelines governing the licensing and registration of business establishments, professionals, non-profit organizations or associations,; marriage licenses and other functions of the License Branch to the public.

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Reviews and processes licenses for notary publics; professional licenses such as for physicians, dentists, surgeons, boxers, for the Director's approval.

Processes applications for Special Event Permits, insuring compliance with applicable laws and regulations.

Prepares Service of Process relating to corporations to substantiate applicability under current laws and regulations.

Compiles delinquent lists of all business establishments that failed to renew their licenses for further investigation.

Recommends improvements to expedite or enhance processing and other work procedures.

Maintains records and prepares statistical reports.

Operates computer terminal, adding machine and related office machines.

Performs incidental typing work.

Performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of the business licensing and registration program.

Knowledge of office practices and procedures.

Knowledge of the various legal documents and forms required under the licensing purview of the License Branch of the Department of Revenue and Tax.

Ability to interpret and apply license and registration laws, regulations, procedures and other program requirements and guidelines.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Ability to operate standard office machines, including typewriter, adding machine.

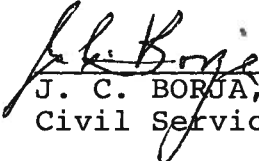
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MINIMUM EXPERIENCE AND TRAINING:

- a) Two years of experience as a License Officer or closely related work and graduation from high school; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: October, 1984

PAY RANGE: 2629

  
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J. C. BORJA, Executive Director,  
Civil Service Commission