

BINGO INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS:

Employees in this class are responsible for a variety of duties in connection with the inspection of bingo games. General supervision is received from the local police department and the municipality, with considerable leeway allowed for the exercise of independent judgment in the performance of inspection duties.

TYPICAL WORK ACTIVITIES:

1. Checks license of bingo occasion to see that it is in order and conspicuously displayed;
2. Checks that volunteer workers are wearing identification badges, that they all at least 18 years of age;
3. 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;
4. Ascertains that no gambling, chance-selling, or card-playing is transpiring at the bingo occasion;
5. Checks that all equipment is in good order, that balls are uniform and that all materials are sold face-down, with no exchange permitted;
6. Establishes that an adequate control system is in use and that work sheets are being maintained;
7. Collects report of amount of money collected, number of players, name of member in charge, name of caller, name of assistant caller;
8. Counts cards, books, jackpots, and other bingo materials;
9. Answers inquiries of players or workers pertaining to bingo game procedure;
10. Establishes that the occasion is free of any disorders.
11. Does related work as required.

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

Working knowledge of the New York State Bingo Commission requirements for bingo games; 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 its equivalency;
- OR: (B) Two years of experience which involved public contact work;
- OR: (C) An equivalent combination of the training and experience indicated in (A) or (B) above.

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ADOPTED: 05/15/75

REVISED: 01/09/96