



JOB DESCRIPTION

<i>Title</i>	Young Adult Tobacco Inspector		
<i>Department</i>	Public Health	<i>Job Class</i>	A 13 C
<i>Driving Required</i>	No	<i>Safety</i>	No
<i>Labor Union</i>	Unrepresented	<i>FLSA</i>	Non-exempt
<i>Created</i>	April 2023	<i>Reviewed</i>	<i>Revised</i>

Purpose

To accompany a Clatsop County Department of Public Health tobacco retail license (TRL) program compliance specialist to perform tobacco retail age-of-sale compliance checks with confidence, reliability, and attention to detail. This is a temporary and project-focused position for which training is provided.

Essential Functions

A person employed in this classification must possess the ability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet the job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

- Accompany TRL program compliance specialist to assigned store locations in a county vehicle driven by county staff.
- Remain discreet while posing as a regular customer.
- Interact with retail tobacco businesses to assess minimum legal sales age protocol.
- Document the inspection results, including cash handling methods, and evidence collection (verification of identification).
- Purchase specific, pre-determined items to assess whether policies are being upheld and how.
- Keep receipts as proof of purchase for later reimbursement.
- Collect and compile inspection data for analysis and reporting.
- Attend all required training and meetings.
- Effectively communicate with Public Health department staff and the public.
- Maintain confidentiality and professional ethics, including representing Clatsop County in a positive manner when performing duties.

Education & Experience

Must be age 18-20. Requires a current state-issued identification card or driver license.

Knowledge, Skills & Abilities

- Excellent verbal and written communication skills.
- Able to memorize well.



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- Organized and flexible with good attention to detail.
- Able to remain impartial and conduct assigned duties discreetly.

Desired Qualifications

Educational background or leadership experience in health, civics, criminal justice, sociology or related subject.

Physical Demands

This position must be able to get in and out of vehicles and buildings. Must be able to sit in a car for extended periods.

Clatsop County is committed to providing reasonable accommodations as required by the Americans with Disability Act (ADA). Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions and/or physical demands.

Working Conditions

Work schedule varies and may include evening and weekend work. Includes county-wide travel in a government-owned vehicle driven by Department of Public Health staff.

Supervisory Responsibility

None.