

**ABCA ENFORCEMENT AGENT I****Nature of Work**

Under direct supervision and in a training capacity acquires the knowledge, skills and abilities to perform inspection/ investigation work for the enforcement of state alcohol and tobacco laws, rules and regulations within an assigned region of the state. Through on-the-job training and formal classroom training, learns the state alcohol and tobacco laws, rules and regulations; acquires an understanding of the methods and procedures for conducting inspections and investigations; learns the methods for documentation of alleged law violations, collecting and preserving evidence and testifying in administrative hearings and criminal cases; acquires an understanding of the licensing process related to license establishments; becomes familiar with the geographic area and the assigned establishments. This position requires availability of an automobile and possession of a valid West Virginia vehicle operators license. Regular statewide travel is required. Frequent contact is maintained with licensees, the general public and law enforcement personnel in the area of assignment. Performs related work as required.

**Distinguishing Characteristics**

This classification is distinguished from the ABCA Enforcement Agent II by the trainee status and the entry level work performed.

**Examples of Work**

In a training capacity:

Learns to inspect private clubs, beer taverns, convenience stores, liquor stores, wine restaurants, farm wineries, beer distributors and brew pubs for compliance with state alcohol and tobacco laws, rules and regulations.

Acquires knowledge of the laws and procedures relating to conducting background investigations on potential licensees.

Acquires the ability to investigate complaints against licensees and their employees.

Acquires the ability to conduct undercover operations and stings.

Cooperates with local, state and federal law enforcement agencies as required.

Acquires the ability to write inspection and violation reports in detail.

Acquires the ability to seize and protect evidence in preparation for legal procedures.

Conducts entry level inspections and investigations for enforcement of alcohol and tobacco laws, rules and regulations.

Interacts with the public to explain state laws and regulations.

May serve hearing notices and subpoenas.

**ABCA ENFORCEMENT AGENT I (CONT'D)**

**Knowledge, Skills, and Abilities**

Ability to learn state alcohol and tobacco laws, rules and regulations.

Ability to learn agency programs, policies and procedures.

Ability to learn the principles of collection, identification and preservation of evidence.

Ability to learn to interpret, explain and enforce alcohol and tobacco laws, rules and regulations

Ability to learn to conduct investigations of violations of alcohol and tobacco laws, rules and regulations and related illegal activities.

Ability to establish and maintain working relationships with licensees, law enforcement agencies, prosecuting attorneys and the public.

Ability to communicate effectively and to prepare clear and concise reports.

Ability to plan and schedule work activities to achieve established goals.

Ability to travel extensively in the performance of assigned responsibilities.

**Minimum Qualifications**

**Training:** Graduation from a standard four year high school or the equivalent.

**Experience:** One year of full-time or equivalent part-time paid experience in conducting investigations/enforcement.

**Substitution:** Bachelor's degree from a regionally accredited four-year college or university may be substituted for the required experience on a year-for-year basis.

Established: 10/18/01

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