

ABCA ENFORCEMENT AGENT II

Nature of Work

Under general supervision, at full-performance level, performs inspection/investigation work for the enforcement of state alcohol and tobacco laws within an assigned region of the state. Collects and preserves evidence and testifies in administrative proceedings and criminal cases. 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 I by performing at the full-performance level having acquired on-the-job training.

Examples of Work

Inspects 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.

Conducts background investigations on potential licensees.

Investigates complaints against licensees and their employees.

Conducts undercover operations and stings.

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

Writes inspection and violation reports in detail.

Responsible for seizures and protection of evidence in preparation for legal procedures.

Conducts full-performance level inspections and investigations for enforcement of alcohol and tobacco laws, rules and regulations.

Interacts with the public to explain state laws and regulations.

Serves hearing notices and subpoenas.

Knowledge, Skills, and Abilities

Knowledge of state alcohol and tobacco laws, rules and regulations.

Knowledge of agency programs, policies and procedures.

Knowledge of the principles of collection, identification and preservation of evidence.

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

Ability 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.

8886

ABCA ENFORCEMENT AGENT II (CONT'D)

Minimum Qualifications

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

Experience: Two years 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 one year of the required experience.

Established: 10/18/01

Revised: 10/6/10

Effective: 10/6/10