

ABCA ENFORCEMENT AGENT III

Nature of Work

Under limited supervision, at advanced level, performs in a lead worker capacity and/or as a specialist in inspection/ investigation work for the enforcement of state alcohol and tobacco laws within an assigned region of the state. The incumbent is responsible for complex inspections/ investigations and handles the more sensitive matters. In the lead worker capacity, the incumbent trains and assigns work to lower level ABCA Enforcement Agents. 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

At this level, the duties are wider in scope, have immense legal impact, and are more specialized than at the lower levels. Positions functioning as lead workers assigns work to and trains other ABCA Enforcement Agents.

Examples of Work

Leads a staff of enforcement agents who are responsible for inspecting 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.

Trains enforcement agents in complex inspecting and investigation techniques.

Conducts the most sensitive or complex inspections and investigations for enforcement of alcohol and tobacco laws.

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.

Interacts with the public to explain state laws and regulations.

Serves hearing notices and subpoenas.

May testify in legal proceedings.

ABCA ENFORCEMENT AGENT III (CONT'D)

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 give instructions and direct the activities of other enforcement agents.

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

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

Ability to understand complex manuals.

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: Three 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