

8888

ABCA ENFORCEMENT AGENT, SUPERVISOR

Nature of Work

Under administrative direction, performs highly responsible supervisory work in inspection/investigation work for the enforcement of state alcohol and tobacco laws and regulations. The incumbent is responsible for supervising and coordinating the enforcement of state alcohol beverage and tobacco laws within an assigned region of the state. Work involves training, supervising and evaluating subordinate enforcement agents responsible for processing the inspections/investigations. The incumbent provides administrative support and advice to management on division policies, procedures and issues relating to the enforcement of state alcohol and tobacco laws. 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 reserved for positions supervising three or more ABCA Enforcement Agents.

Examples of Work

Directs and manages the enforcement of state alcohol beverage and tobacco laws in an assigned geographical district.

Supervises and reviews the work 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 performance of job duties; assigns, reviews, and evaluates work of subordinates, measures performance of unit.

Provides administrative support and advice to management in establishing standards in inspecting and investigations.

Interprets and applies agency policies and procedures.

Participates in budgeting decisions with agency directors and executives.

Oversees and conducts inspections and investigations for enforcement of alcohol and tobacco laws.

Conducts background investigations on potential licensees.

Investigates complaints on licensees and their employees.

Conducts undercover operations and stings.

Prepares and reviews a variety of reports.

Maintains knowledge of current trends and developments in the field.

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

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

Interacts with the public to explain state laws and regulations.

ABCA ENFORCEMENT AGENT, SUPERVISOR (CONT'D)

Examples of Work (cont'd)

Prepares affidavits for search warrants and executes search warrants.
Serves hearings notices and subpoenas.
May handle matters of great confidentiality.
May testify in legal proceedings.

Knowledge, Skills, and Abilities

Knowledge of extensive alcohol and tobacco laws, rules and regulations.
Knowledge of agency programs, policies and procedures.
Knowledge of the practices and techniques used in law enforcement work.
Knowledge of the principles of collection, identification and preservation of evidence.
Ability to plan and supervise the work of subordinate staff.
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 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: Five 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