

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 002222
Grade 19**

ALCOHOL AND TOBACCO ENFORCEMENT SPECIALIST I

DEFINITION OF CLASS:

This is developmental-level work enforcing compliance with Federal, State and County laws, rules and regulations on alcoholic beverage and tobacco sales and service. It requires knowledge and application of an extensive body of alcohol and tobacco licensing and enforcement rules, procedures, methods, operations and techniques. Employees in this class interactively work with licensees (and applicants) and their employees, County police and other law enforcement personnel, County Attorneys and program managers, State officials and employees, community leaders and others in the public and private sectors to exchange routine information, conduct detailed interviews, provide instruction and help, develop evidence or exchange such non-routine information as major procedural or enforcement policy changes. Language barriers may be present on a regularly, recurring basis and program requirements demand precise information exchange. Public service/assistance in this class predominantly concerns routine, frequent assistance to public customers. It typically involves immediate assistance or information provided to licensees, applicants, residents, complainants, etc.

Employees in this class carry out routine investigations and surveillance activities, field inspections, service calls and other compliance-related duties to educate and assist owners, operators and employees on compliance and to determine if alcoholic beverages, tobacco and/or public safety and health violations exist. Employees also work with more experienced employees in non-routine duties. Core work involves explaining and interpreting codes and program processes, attempting to obtain voluntary participation or compliance, recommending or taking enforcement action, preparing brief reports and drafting basic correspondence, attending training courses, gathering evidence, preparing cases for court and supporting or providing (or supporting others who provide) information to the public and other types of outreach. Assignments vary somewhat and require some analysis of conditions and issues, and the selection and application of various methods and standards. Problem solving initially involves straightforward situations, then progresses to more complex situations as skills increase. Assignments are carried out in accordance with applicable codes, ordinances, rules and/or standards, as well as Board of License Commissioners and supervisory policies. Typically, work is reviewed through direct observation, written and verbal reports, discussions and conferences and other ways and means for quality, quantity, timeliness and other factors, including adherence to policies. An employee in this class uses initiative in carrying out recurring assignments independently without specific instructions, but typically refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help, face-to-face or electronically. The adequacy and effectiveness of inspections, investigations and other work affect the social well being of County residents and the economic well being of licensees and applicants. Work is mainly performed indoors (including offices, bars and restaurants) and sometimes outdoors under adverse weather conditions. It involves regular exposure to uncooperative people and persons under the influence of alcohol, some exposure to unpredictable behavior by people bar and restaurant patrons and others encountered and similar types of risks. Work in this class requires moderate periods of driving, standing,

walking, standing, climbing, stooping, some lifting of objects that weigh up to 20 pounds, infrequent lifting of objects that weigh up to 50 pounds and application of equivalent forces in pushing and pulling (in seizing illegal products and evidence). Employees in this class conduct inspections and respond to complaints or other calls for service late at night, in early in the morning, weekends, etc. and may have to work rotating schedules and/or serve time on call.

EXAMPLES OF DUTIES: (Illustrative Only)

- Investigates licensed facilities to ensure compliance with Federal, States and County laws, rules and regulations on alcoholic beverage and tobacco sales and service.
- Explains, interprets and applies codes, regulations and program processes.
- Tries to gain voluntary compliance, then recommends or takes other enforcement action(s).
- Issues citations (such as tobacco civil citations), reports, notices (such as administrative alcoholic beverage violation notices), signs and orders.
- Conducts undercover surveillance of licensed and unlicensed alcoholic beverage and tobacco establishments, working with seasoned employees, underage co-workers employees/volunteers and police officers.
- Analyzes alcoholic beverage licensee's business records to develop evidence, including keg registration, alcoholic beverage purchases and sales, retail delivery, food purchases and sales, employee records and alcohol awareness certifications.
- Interviews license applicants, licensees, employees, defendants, members of the general public, complainants, and others to obtain information, identify issues, provide service, and resolve problems.
- Prepares brief written reports and drafts basic correspondence.
- Provides, or supports others who provide, information to the public and other types of outreach by working with citizens, business owners, managers and others.
- Prepares case testimony for alcoholic beverage and tobacco District Court, Civil hearings and Administrative Show Cause hearings. Testifies, as assigned or required.
- Keeps abreast of Federal, State and County laws, rules and regulations on alcoholic beverage and tobacco sales and service through training and study.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Federal, State and County laws, rules, regulations and standards on alcoholic beverage and tobacco sales and service, and skill in interpreting and applying them to normally recurring assignments.
- Skill in the use of directly related technical standards, methods, materials, techniques and equipment to normally recurring assignments. This includes inspection and enforcement methods and techniques, such as detailed interviewing and records review.
- Ability to solve problems in alcoholic beverage and tobacco sales and service enforcement.
- Interpersonal skills and a customer service orientation to serve the public effectively.
- Ability to communicate facts clearly and effectively, both orally and in writing.
- Ability and willingness to attend meetings and perform a range of assignments at various locations.
- Ability and willingness to work in bars and restaurants and among persons under the influence of alcohol.
- Seminal ability to read construction drawings and blueprints.

MINIMUM QUALIFICATIONS:

Education/Experience: Sixty (60) college credits *or* two years experience in code enforcement and/or law enforcement work, or in a related field.

Equivalency: An equivalent combination of education and experience may be substituted.

LICENSE:

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence.
- Pursuant to the Office of the Board of License Commissioners Policy #1-11, all employees in this class must, within 24 months of beginning employment in this class, have completed the following: National Liquor Law Enforcement Association Training Academy, Phase I, II or III curriculum, as applicable; State of Maryland approved Alcohol Awareness Certification curriculum.

Note: There will be no substitutions for this section.

PROBATIONARY PERIOD:

Individuals appointed or promoted to a position in this class will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Core Exam.

Class Established: May, 2001

Revised: August, 2013
October, 2014