

Organization: Mecklenburg County Alcoholic Beverage Control (ABC) Board
Department: Law Enforcement
Location: Charlotte, NC
Job Title: ABC Law Enforcement Officer
Pay Range: \$79,135 - \$83,300 (annually)

SUMMARY

Investigates alleged or suspected criminal violations of federal, state, or local laws and rules and regulations of the North Carolina ABC Commission to determine if evidence is sufficient to recommend prosecution and provides support services to the retail operations of the Mecklenburg County ABC Board by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Arrests suspects and obtains evidence to be used by state or municipality in prosecuting suspects arrested.
- Records and maintains informational files on suspects and establishments.
- Reviews governmental agency files to obtain identifying data pertaining to suspects or establishments suspected of violating ABC laws.
- Maintains surveillance of establishments to attain identifying information on violations of ABC laws.
- Inspects ABC establishments requiring license, to ensure compliance with ABC rules and regulations.
- Investigates ABC establishments and persons suspected of violating ABC laws, and conducts or participates in raids of such establishments.
- Develops and uses informants to get leads to information.
- Maintains surveillance and performs undercover assignments.
- Obtains and uses search warrants and arrest warrants.
- Presents findings in clear, logical, impartial, and properly documented reports.
- Reports critical information to and coordinates activities with other officers or agencies when applicable.
- Records progress of investigation and reports to superior.
- Provides support services to Mecklenburg County ABC stores in the form of store security, loss prevention techniques, and store investigations.
- Assists in training of new employees by reviewing ABC laws, rules, and regulations.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- High school diploma or general education degree (GED).
- 21 years of age, current certification by the North Carolina Department of Justice - Criminal Justice Education & Training Standards Commission.
- Valid drivers' license.

OTHER SKILLS AND ABILITIES

- Working knowledge of the state of North Carolina's Alcoholic Beverage Control laws, rules and regulations, and related federal, state, and local laws.
- Ability to recognize and develop evidence and to prepare it for orderly presentation in court or administrative hearings.
- Willingness to work irregular hours, including, but not limited to, weekends/holidays, and to work the hours necessary for completion of the duties of the position.
- Must maintain certification from the North Carolina Department of Justice and valid driver's license.

LANGUAGE SKILLS

- Ability to speak, read, and write English in a capacity sufficient to perform the tasks of the position.
- Ability to read, analyze, and interpret technical procedures, or governmental regulations.
- Ability to write reports and general correspondence.
- Ability to complete all necessary forms and other documents.
- Ability to effectively present information and respond to questions from the general public and ABC employees, representatives of other law enforcement agencies and ABC licensed establishments.

MATHEMATICAL SKILLS

- Ability to add, subtract, multiply, and divide in all units of measure (including metric), using whole numbers, common fractions, and decimals.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; and talk or hear. The employee is required to physically apprehend suspects and to handle and operate firearms at any time while on duty. The employee frequently is required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate, but may increase to loud levels while performing certain duties or assignments.

REPORTING RELATIONSHIP

The incumbent reports to the Chief of the Law Enforcement Division.