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Job ID	21667	Full/Part Time	Full-Time
Location	Reeves Center	Regular/Temp...	Regular
Date Opened	04/20/2023	Date Closed	04/30/2023
Area of Consideration	Open to Public	Agency	LQ
Grade	08		Alcoholic Beverage Reg Admin
Type of Appointment	Career Service - Reg Appt	Department	LQ10000000
Minimum Rate	\$53,263.00		Alcohol & Beverage Cntrl Adm
Target Openings	1	Bargaining Unit	1_2
		Maximum Rate	\$68,540.00
		Available Openings	1

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General Job Information

Job Summary

This position is in the Alcoholic Beverage Regulation Administration (ABRA), Licensing Division. ABRA issues licenses to qualified applicants to serve or sell alcoholic beverages and monitors compliance with the District of Columbia's Alcohol Laws and ABRA Regulations.

The incumbent provides information and assistance to customers receiving and attempting to procure an alcoholic beverage license, renewal, and importer's license and processing of all alcoholic beverage applications. This is a high visibility position requiring services through direct contact with the public.

Duties and Responsibilities

Provides license and permit information and interprets applicable alcoholic beverage laws, regulations, and policies to applicants and members of the public. Interviews and communicates directly with applicants and provides information and guidance on the complexities of the liquor license process and the appropriate license application(s) that are required to be completed for their specific needs. Explains each license application function and its requirements. Initiates actions to resolve routine discrepancies, delays or other problems individuals may have or answers any questions presented by applicants on requirements for permits or licenses. Adjusts Licensing Division records that may be incomplete or erroneous and describes alternative ways of meeting the needs of the applicant. Maintains licensing files and updates as appropriate for a variety of licenses, permits, endorsements, etc. Reviews applications and supporting documentation for adherence to

agency requirements, rules and regulations governing a specific request; makes appropriate referrals as needed; prepares temporary, one-day substantial change, manager's licenses, solicitor's licenses, import permits, and other related permit or license issuance documents for final submission. Electronically enters pertinent information into Accela to issue the appropriate permit or license.

Contacts other offices, agencies or organizations to request expedited action or information on problem cases. Participates in seminars, meetings and discussions with staff and public groups or organizations to explain the operations of the program and the essential steps involved to satisfy laws pertinent to the issuance of a license, permit, or endorsement. Reviews and reports on the status of pending applications with regards to monitoring deadlines for appropriate action to be taken. Reviews supporting documentation for adherence to program requirements, rules and regulations. Identifies any discrepancies and when necessary initiates appropriate action. Contacts licensees and applicants on a weekly basis regarding the status of their application, including the name of their assigned Licensing Specialist. Maintains a notebook of all weekly Board results and orders. Reviews weekly Board results and orders and contact affected licensees via e-mail, telephone and mail regarding the Board's results and the next steps in the licensing process. Collects licensing, permit and endorsement fees and fines from applicants through the Inovah automated system consistent with Agency and District procedures. Provides training and guidance to contact representatives at the Grade 7 level. Coordinates and works with the Licensing Manager in developing and making improvements to Licensing Division procedures. Coordinates and work with the Licensing Manager in monitoring and tracking supplies and replenishing supplies when needed. Assists the Licensing Division in processing renewals, mailing out licensing information to licensees, answering the phone, and in opening, tracking, and delivering mail received by the Agency. Assists Licensing Specialists with the exchange of licensing records by retrieving and/or returning files to the Records Division.

Qualifications and Education

Applicants must possess a High school Diploma. Specialized experience is experience which is directly related to the position and has equipped the individual with the knowledge, skills, and abilities to successfully perform the duties of the position. To be creditable, one (1) year of specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression.

License and Certification

None

Work Environment

Work is performed in a controlled office environment. Also, may involve some exposure to moderate risk of accidents and requires following basic safety precautions.

Physical Demands: Work is predominately sedentary; however, some walking, standing, and bending are encountered. Carrying heavy and cumbersome documents is common.

Other Significant Facts

Tour of Duty: Monday – Friday 8:00 AM to 4:30 PM

Pay Plan, Series and Grade: CS-0962-08

Promotional Potential: Promotion potential to a Grade 9.

Duration of Appointment: This is a Career Service (CS) Appointment with a probationary period.

Collective Bargaining Unit: This position is in a collective bargaining unit represented by AFSCME Council 20 Local 2743 and you may be required to pay an agency service fee through direct payroll deduction.

Position Designation: This position requires a Pre-Employment Criminal Background Check. The incumbent of this position will be subject to enhanced suitability screening pursuant to Chapter 4 of the DC personnel Regulations, Suitability – Security Sensitive.

EEO Statement: The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.