

Job Description

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Job ID 31569

Full/Part Time Full-Time

Location 899 N. Capitol Street NE

Regular/Temporary Regular

Date Opened 02/09/2026

Area of Consideration Open to Public

Date Closed 02/19/2026

Agency Alcoholic Beverage and Cannabi

Minimum Rate \$62,158.00

Grade 09

Maximum Rate \$80,032.00

Bargaining Unit 1_2

Target Openings 3

Type of Appointment Career Service - Reg Appt

Available Openings 3

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General Job Information

Job Summary

This position is in the Enforcement Division, Alcoholic Beverage and Cannabis Administration (ABC). The mission of ABC is to support the public's health, safety, and welfare through the control and regulation of alcohol of the sale and distribution of alcoholic beverages and medical cannabis.

The incumbent works as an Investigator conducting investigations and inspections required to effectively administer and enforce the ABC laws, rules, and regulations.

Duties and Responsibilities

Plans and conducts periodic investigations and inspections of ABC establishments to effectively administer and enforce the District of Columbia beverage alcohol laws, and other laws, as required. These investigations and inspections may be conducted during the day or night. Write clear, concise, descriptive, and objective reports that substantiate findings, conclusions, and actions taken or recommended. Conducts background investigations of applicants for ABC licenses to ensure their suitability for licensure. Prepare reports reflecting findings for submission to the ABC Board. Examines and audits records of purchase, inventory, payments, and import permits for violations of credit and import regulations. Investigates discount received, credit purchases and other payment mechanisms of retailers.

Advises licensees and managers of violations of the law as well as conditions that could lead to violations. Issues instructions on corrective action to specific violation. When appropriate issues a Notice of Infraction. Performs undercover surveillance duties observing activities of alcoholic beverage establishments and licenses. Participates in the training of licensees and business groups, community organizations, and attorneys to issues involving beverage alcohol regulation and agency policies and procedures. Attend Advisory Neighborhood Commission (ANC), civic association and other meetings to respond to community concerns. Provides testimony at ABC Board hearing and other legal proceedings. Participates in the conduct of educational sessions at local schools and universities about the laws regarding underage drinking.

Qualifications and Education

This position requires at least one (1) year of specialized experience equivalent to the next lower grade level in the normal line of progression. 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.

Applicants must possess a High School Diploma or equivalent. A bachelor's degree from an accredited college or university in Criminal Justice or a related field is preferred, or an equivalent combination of education and experience.

License and Certification

Applicants must be in possession of a valid Driver's License.

Work Conditions and Environment

Work is performed in a controlled office environment and in the field. Also, it 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

The Incumbent should be in possession of a valid Driver's License. This position requires usage of an agency fleet vehicle.

Tour of Duty: This position requires the incumbent to work rotating shifts. As a result, night work is required in this position.

Pay Plan, Series and Grade: CS-1810-09

Promotional Potential: This position is advertised as a Grade 9 and has promotion potential to Grades 11 and 12.

Duration of Appointment: Career Service Permanent (One (1) year 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.

Residency Requirement: Applicants claiming "Residency Preference" will be required to maintain residency in the District of Columbia for a minimum of seven (7) years. Failure to do so may result in forfeiture of employment.

Position Designation: The position has been deemed security sensitive. Accordingly, the incumbent will be subject to pre-employment checks (criminal background checks, consumer credit check, traffic record checks, if applicable) as a condition of employment, and will be subject to periodic criminal background checks for the duration of your tenure.

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.