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<b>Job ID</b> 26527	<b>Full/Part Time</b> Full-Time
<b>Location</b> Reeves Center	<b>Regular/Temporary</b> Regular
<b>Date Opened</b> 06/07/2024	<b>Date Closed</b> 06/17/2024
<b>Area of Consideration</b> Open to Public	<b>Agency</b> LQ
<b>Grade</b> 09	Alcoholic Beverage Reg Admin
<b>Type of Appointment</b> Career Service - Reg Appt	<b>Department</b> LQ1000000
<b>Minimum Rate</b> \$60,348.00	Alcohol & Beverage Cntrl Adm
<b>Target Openings</b> 1	<b>Bargaining Unit</b> 1_2
	<b>Maximum Rate</b> \$77,700.00
	<b>Available Openings</b> 1

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## General Job Information

### Job Summary

This position is located in the Alcoholic Beverage Regulation Administration (ABRA), Enforcement Division. ABRA is an independent District of Columbia Government agency that receives, investigates, and resolves complaints filed by the public against Alcoholic Beverage Control licensees as well as complaints received from the Metropolitan Police Department (MPD) and other District agencies.

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 in order 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. Prepares 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.

Applicant must possess a High School Diploma. A Bachelors 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

None

### Work Conditions and Environment

Work is performed in a controlled office environment and in the field. 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:** Sunday – Thursday 7:30 PM to 4:00 AM (This position requires the incumbent to work night shift). As a result, night work is required under this position.

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

**Salary Range:** \$60,348 - \$77,700 Per Annual, based on funding

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

**Duration of Appointment:** Career Service Permanent (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.

**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.