

[Apply for Job](#)

<b>Job ID</b>	21505	<b>Full/Part Time</b>	Full-Time
<b>Location</b>	Reeves Center	<b>Regular/Temp...</b>	Regular
<b>Date Opened</b>	04/03/2023	<b>Date Closed</b>	04/13/2023
<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>	LQ10000000
<b>Minimum Rate</b>	\$58,591.00		Alcohol & Beverage Cntrl Adm
<b>Target Openings</b>	1	<b>Bargaining Unit</b>	1_2
		<b>Maximum Rate</b>	\$75,436.00
		<b>Available Openings</b>	1

 [Add to Favorite Jobs](#) [Email this Job](#) [Refer Friend](#)

## General Job Information

### Job Summary

This position is located in the Alcoholic Beverage Regulation Administration (ABRA), Adjudication Division. ABRA was established under Title 25, Chapter 2, Section 25-202 as an independent agency of the District of Columbia to provide professional, technical, and administrative staff assistance to the Alcohol Beverage Control Board in the performance of its functions.

The Legal Administrative Specialist is responsible for assisting the Office of the General Counsel within ABRA's Adjudication Division in all legal matters that concern the regulation of ABC licenses, as well as for providing administrative support to the Alcoholic Beverage Control Board (Board). The incumbent will also work closely with ABRA's Licensing and Enforcement Divisions to ensure the efficient processing of licenses that are subject to the protest process.

### Duties and Responsibilities

Processes all protest related matters, show cause, summary suspensions, fact-finding, and sales to minor violations (voluntary admissions only) in conformance with the District's Alcoholic Beverage Control (ABC) laws and regulations and the agency's standard operating procedures. Creates Protest case files and maintains case information for accuracy and timeliness in conformance with the agency's standard operating procedures. Develops and maintains an appropriate records maintenance and file system for all protest cases and closes them out in a timely fashion for transfer to ABRA's Records Unit. Reviews protest petitions and letters of opposition and support for validity and timeliness. Prepares all correspondence related to protest cases, to include but not limited to, acknowledgement of protest submissions and notice of hearings to both licensees and protestants. Correspondence also includes notification to parties regarding continuances of the hearings. Prepares all responses to Advisory Neighborhood Commissions regardless of whether related to protests or other concerns.

Notifies the Enforcement Division of a pending protest and secures the assignment of an investigator. Keeps the assigned investigator notified of hearing continuances or settlement. Responds orally and in writing to the public's inquiries regarding the protest hearing process. Secures the services of the court reporters and maintains an ongoing relationship with the Court Reporter vendor. Secures the services of interpreters needed for various Board hearings. Prepares the ABC Board's weekly Legal Agenda and the Board Results for publication. Compiles agenda documentation received from the Enforcement, Licensing, and Adjudication Divisions. Provides support to the ABC Board as needed to include assisting in compiling and preparing statistical information and other materials for the agency's annual oversight hearings. Participates in the review of administrative forms and procedures, such as the Protest Information Form. Conditions

### **Qualifications and Education**

**Specialized Experience:** Specialized experience is experience that has equipped the applicant with the particular competencies/knowledge, skills, and abilities to successfully perform the duties of the position and is typically in or related to the work of the position to be filled. To be creditable, one (1) year of specialized experience must be equivalent to the next lower grade in the normal line of progression.

### **License and Certification**

None

### **Work Conditions/ Environment**

The work is usually performed in an adequately heated, lighted and ventilated office Environment.

### **Other Significant Facts**

**Tour of Duty:** Monday - Friday - Time Varies

**Pay Plan, Series and Grade:** CS-0901-09

**Promotional Potential:** There is no known promotion potential.

**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.