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Job ID	19221	Full/Part Time	Full-Time
Location	Reeves Center	Regular/Temp...	Regular
Date Opened	10/07/2022	Date Closed	10/22/2022
Area of Consideration	Open to Public	Agency	LQ
Grade	09		Alcoholic Beverage Reg Admin
Type of Appointment	Career Service - Reg Appt	Department	LQ10000000
Minimum Rate	\$57,162.00		Alcohol & Beverage Cntrl Adm
Target Openings	1	Bargaining Unit	1_2
		Maximum Rate	\$73,596.00
		Available Openings	1

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General Job Information

Job Summary

This position is located in the Licensing Division, of the Alcoholic Beverage Regulation Administration (ABRA).

The incumbent serves as a Licensing Specialist responsible for providing information and assistance to process request for a variety of ABC licenses and permits.

Duties and Responsibilities

The incumbent provides information and interpretation of applicable laws, regulations, policies, and procedures regarding licensing and permit issues to the public. The purpose of the work is to advise and assist customers with completing a variety of licenses and permits applications. Explains specific license or permit requirements, identifies, and responds to applicants regarding compliance with licensing requirements. Performs assessments for processing licenses or permits, existing procedures and proposed operational mechanism. Ensures the feasibility of procedures and makes appropriate recommendations to the supervisor for changes. Conducts evaluations, examination of records, or other fact- finding studies to obtain or verify information for the most difficult cases. Provides relevant information on related Federal, State, and Local laws and regulations.

Maintains files and updates licensing information for a variety of licenses and permits. Reviews applications and supporting documentation including financial information, for adherence to the regulations, requirements, and rules governing particular licenses, makes appropriate referrals as needed and prepares file for

submission for the ABC Board for approval. Participates in on-the-job training and developmental assignments of staff. Performs other related duties as assigned. The work consists of duties that involve different and unrelated processes, and methods. The incumbent deals with a variety of licenses and permits. It involves gathering information, identifying, and analyzing issues, and developing recommendations to resolve problems related to the effectiveness and efficiency of work operations. Incumbent analyzes and interprets the needs of the customers and provides the appropriate information based upon the review of the application and supporting documents. The work affects a wide range of agency activities and the accuracy, reliability, or acceptability of further processes or services.

Qualifications and Education

Applicant must possess a High School Diploma or equivalent.

This position requires applicants at least one (1) year of specialized experience equivalent to the CS-7 grade level in the District of Columbia government service, or equivalent public or private sector. Specialized experience is experience which is in or directly related to the line of work of the position and has equipped the applicant with the knowledge, skills, and abilities to successfully perform the duties of the position.

License and Certification

None

Work Environment

Work is primarily performed in ABRA's office, which is adequately heated, lighted, and ventilated. The work is primarily sedentary. However, requires the incumbent to perform frequent light lifting, bending, stooping, standing, and walking.

Other Significant Facts

Tour of Duty: Monday - Friday 8:30 AM to 5:00 PM (Standard Tour of Duty)

Pay Plan, Series and Grade: CS-0301-09

Promotional Potential: promotion potential to a GradeCS-0301-12.

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.

