



Charles County Sheriff's Office



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

ALCOHOL ENFORCEMENT SPECIALIST

Division: Community Services Division
Section: Community Relations Section
Pay Grade: 1G
FLSA Status: Non-Exempt
Classification: Part-Time
Updated on: April 2024

JOB SUMMARY

This **part-time** position assists the Alcohol Enforcement Officer with duties assigned to the unit regarding verifications of compliance with federal, state, and local laws by all licensed liquor establishments in Charles County. The employee receives supervision from, and reports directly to, the **Alcohol Enforcement Officer**.

ESSENTIAL JOB FUNCTIONS

- Conducts alcohol inspections at establishments licensed to sell alcohol products; some time may be spent on covert activities.
- Reports violations at licensed establishments to the Alcohol Enforcement Officer.
- Assists the Alcohol Enforcement Officer, as necessary, in serving Show Cause Orders or Summons for Appearance before the Board of License Commissioners, as required.
- Serves Charles County by getting to know the residents and business owners; assist the public in proactive problem identification and resolution.
- Educates the general population about the improper use of alcoholic beverages by underage persons.
- Assists the Alcohol Enforcement Officer, as necessary, conducts training for licensees and their employees regarding the responsibilities, ramifications, and recognition of fake identification.
- Responsible for assisting in the investigation of complaints from citizens, board members, and community groups.
- Conducts impartial investigations and communicate results effectively both orally and in written form.
- Reviews Board minutes to ascertain suspension dates, one day licensed events to be held, and additional or special inspections or investigations to be made.

- Maintains a close relationship with municipal and State law enforcement agencies operating in Charles County.
- Attends and presents testimony at administrative hearings held by the Board of License Commissioners.
- Attends and participate in meetings and training sessions, as required.
- Serves all the violators with show cause orders or summons related to violations.
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

High school diploma or an acceptable equivalency diploma (GED). One (1) year of related work experience and law enforcement experience preferred.

Licenses or Certifications:

- Must possess a valid driver's license.

Special Requirements/Qualifications:

- Must pass a comprehensive background investigation.
- Must pass random drug screening.
- Must perform work in accordance with sound safety practices.
- Must report for duty in a regular and punctual manner.
- Work is performed primarily in an office setting with frequent interruptions.
- Employee shall not be employed with, or be otherwise connected in an official capacity with any establishment or organization licenses to sell or serve alcoholic beverages. Examples of official capacity would be employee, owner, co-owner, stockholder, officer, board member, managing member or have any pecuniary interest of an establishment or organization which hold a license to sell or serve alcoholic beverages. This does not however, prohibit the individual from being an ordinary member of any non-profit organization in this county which holds a license to sell/serve alcoholic beverages on its premises.

Knowledge, Skills and Abilities:

- Knowledge of the principles and practices, rules and regulations found in Standard Operating Procedures (SOP) and other manuals pertinent to the assigned job classification.
- Knowledge of legal terminology and the principles and techniques of investigation.
- Knowledge in the use of office equipment such as a computer, fax, copy machine, and calculator.
- Proficient in Microsoft Access and Excel.
- Skills in comprehension, retention, and recollection of factual information pertaining to laws, statutes, and codes.
- Ability to arrive at effective decisions for routine situations.
- Ability possess strong community relations skills to deal with a wide range of people, including children, the elderly, non-English speaking ethnic persons, and persons with medical conditions which may render them mentally unclear.
- Ability to present a professional demeanor and appearance.
- Ability to maintain alertness, observational skills, and memory recollection.
- Ability to learn names and locations of roads, buildings, and other landmarks in the County.
- Ability to work in potentially hostile environments.

- Ability to understand oral and written instructions, to speak effectively and articulately, to demonstrate good listening skills, and to convey concern, understanding, and empathy.
- Ability to read, write, comprehend, and speak English in a clear, effective manner, using proper pronunciation, diction, and grammar.
- Ability to prepare detailed reports written in clear and concise terms.
- Ability to understand, read, and interpret the Alcoholic Beverage Laws and Board Rules and Regulations.
- Ability to write, compose, and develop documents, and other literature.
- Ability to operate an assigned Agency vehicle, both day and night, in all weather situations and road conditions in a manner to arrive safely to each destination.
- Ability to utilize a high level of discretion, good judgment, and confidentiality.
- Ability to facilitate group discussions to identify problems, recommend resolutions, and implement proposed solutions.
- Ability to maintain a high level of accuracy in assigned tasks.
- Ability to complete work assignments and reports in a timely manner.
- Ability to organize and determine priorities of diverse assignments.
- Ability to plan, organize, and effectively present ideas and concepts to groups.
- Ability to assimilate information from a variety of resources.
- Ability to analyze, evaluate, and select, often with limited information, the best course of action.
- Ability to read and comprehend various documents.
- Ability to maintain composure and work effectively in situations of on the job pressure.
- Ability to learn and apply training provided by the Agency or designated Agency.
- Ability to comprehend, understand, and adhere to, at all times, Agency policies, procedures, rules and regulations.
- Ability to comprehend and retain old and new information, received both orally and in writing.
- Ability to communicate effectively and coherently with other Agency personnel and the public, either in person or by telephone, by written report or memorandum, through radio communications, or computer network.
- Ability to maintain professional decorum at all times.
- Ability to maintain effective working relationships with coworkers and supervisors.
- Ability to maintain sensitivity to people from varying ethnic, religious, sexual, and socioeconomic backgrounds.
- Ability to deal tactfully, effectively, and equitably with people, both within and outside the Agency.
- Ability to appropriately accept supervision, criticism, and evaluation.
- Ability to comply with Agency policies and procedures as outlined in the Administrative and Operational Manual.

PHYSICAL DEMANDS

The work is sedentary with frequent periods of sitting for extended periods of time, answering the telephone, and operating computer equipment. Must be able to climb a stepstool or stoop down to reach file drawers just above or below arm level; read computer screens and be able to distinguish colors; manipulate keys and keyboards, file drawer latches, and file folders (locating, removing, inserting).

WORK ENVIRONMENT

Work is performed in an office setting with frequent interruptions and function in a structured organization with strict rules of conduct. Many tasks are performed off site at retail businesses for inspections.