

GENERAL DESCRIPTION OF CLASS

The LIQUOR REGULATORY SPECIALIST investigates the background and financial qualifications of applicants for a liquor license, inspects premises, investigates alleged liquor law violations, and educates liquor licensees, their employees, and the public to prevent violations and gain compliance with liquor laws.

DISTINGUISHING FEATURES

This is a single classification and not currently part of a series of classes.

DUTIES AND RESPONSIBILITIES

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. License and Compliance Investigations

Reviews the application or complaint and supporting information to plan the investigation. For complaints, questions complainant to get complete information. Explains the Liquor Commission's authority and decides whether to open an investigation. For application or compliance investigations interviews witnesses, gets statements or depositions, observes business openly or covertly, and collects physical evidence.

Assesses financial and other business documents for sources and adequacy of financing, to determine ownership or find hidden ownerships, and the reasonableness of proposed sales projections. Gathers data about applicant's background and personal qualifications.

Applies statutes, rules, and case law to business plans, operating data, and compliance history. Writes reports summarizing investigative findings with recommendation for granting or denying the license or sanctioning the licensee.

Serves subpoenas and coordinates witness examination at administrative hearings. Testifies at administrative hearings. Gives technical assistance on liquor law violation matters to other law enforcement agencies.

2. Inspection

Visits licensed premises to observe business practices related to liquor law compliance. Confers with licensees to identify compliance problems and establish corrective plans. Advises liquor licensees, their permittees, and other employees to prevent violations. Observes licensed businesses to discover violations or potential violations. Takes enforcement action or otherwise intervenes upon seeing violations.

3. Education

Prepares and presents classes on liquor laws for industry members, law enforcement, schools, and other government and public groups. Answers technical questions from industry members and the public.

Trains applicants and licensees on liquor laws and license requirements. Advises local government representatives and community groups about licensing standards and how they can participate in

liquor license decisions. Discusses the impact of liquor licensed businesses on the community with local government officials and community groups. Mediates between community groups and applicants or licensees to resolve problems.

RELATIONSHIPS WITH OTHERS

The Liquor Regulatory Specialist has daily in-person and telephone contact with applicants, licensees, other government organizations and members of the public to resolve problems involving licensed businesses, gather information about complaints of liquor law violations and explain provisions of the liquor laws, license or service permit requirements.

SUPERVISION RECEIVED

The Liquor Regulatory Specialist gets work assignments, work review, and training from a supervisor or higher level regulatory employee. In-process work review occurs for precedent-setting or sensitive cases and periodically for consistency. Oregon statutes, administrative rules, Attorney General opinions, informational memos, contested case law digests, the field manual, and the agency mission, values, and program goals guide the employee.

GENERAL INFORMATION

Some positions require working weekends and varying late night shifts. Work may include intervening in liquor law violations in bars, taverns and other environments where people may be intoxicated, combative or armed.

KNOWLEDGE AND SKILLS (KS)

General knowledge of methods and principles of investigation.
 General knowledge of accounting records, financial documents, leases and contracts.
 General knowledge of rules of evidence.
 Basic knowledge of corporate and other legal entities.
 Basic knowledge of retail and wholesale business practices.
 Basic knowledge of the concepts of administrative law and government regulation.
 Basic knowledge of the criminal and juvenile court system.
 Basic knowledge of criminal law.

Skill in interviewing.
 Skill in planning and organizing work.
 Skill in interpreting laws, administrative rules, or policies and applying them to specific sets of facts.
 Skill in presenting complex technical and legal material in direct understandable language to people of diverse education, language and cultural backgrounds.
 Skill in evaluating financial records, sales data, business plans, and common business practices to predict likelihood of applicant achieving projections.
 Skill in making reasoned judgments.
 Skill in active listening.
 Skill in managing conflict with hostile, uncooperative, intoxicated, or demanding people.
 Skill in oral and written communication.
 Skill in adapting plans to unexpected developments.
 Skill in problem solving and independent decision making.
 Skill in recognizing law violations and potential law violations through observation.

The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

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STATE OF OREGON
 Dept. of Administrative Services
 Human Resource Services Division