

Opening Date: October 16, 2020

Closing Date: November 15, 2020

CAREER OPPORTUNITY

MISSOURI DIVISION OF ALCOHOL AND TOBACCO CONTROL

TITLE: Agent

LOCATION: Jefferson City District Office
1738 E. Elm St. – Lower Level
Jefferson City, MO 65101

SALARY: \$43,140.52 Annual Salary

DESCRIPTION:

A vacancy currently exists within the Division of Alcohol and Tobacco Control. The position works from the Jefferson City District Office and will be assigned a designated territory within the boundaries of District 2 (see https://atc.dps.mo.gov/about/contact_us.html). Agents of the Division are responsible for enforcing all Missouri statutes and regulations relating to the manufacture, distribution and sale of alcoholic beverages as set out in Chapter 311, RSMo.

BENEFITS

Agents are provided a state vehicle for work-related travel, and scheduling allows for some flexibility when not assigned to the district office. The State of Missouri also offers a comprehensive benefits package, which can be reviewed here, <https://oa.mo.gov/state-employees-new#mini-panel-state-employees-tabs2>. Annual grant programs also provide Agents an opportunity to earn overtime pay.

EXAMPLES OF WORK PERFORMED:

Business hours for the district office are 8:00 a.m. to 4:30 p.m., Monday through Friday; however, an Agent's hours will routinely vary, and will generally consist of approximately 40% office work and 60% field work, with fluctuations based on seasonal demand and staffing. Each district is responsible for conducting weekly enforcement activities which may consist of late nights, extended hours, weekend work, and possible overnight stays.

Office/administrative duties include, but are not limited to: serving as the primary point of contact for liquor license applicants, licensees, city/county clerks and local law enforcement agencies within a designated territory, and to review liquor license applications for completeness and eligibility.

Field work includes, but is not limited to: conducting retailer education training programs, completing routine inspections and site visits, investigating citizen complaints/surveillance, conducting joint enforcement activities with local law enforcement agencies, and conducting self-initiated and supervisor-directed enforcement activities primarily consisting of plainclothes operations.

QUALIFICATIONS:

To qualify for the position, the applicant must:

- Be a United States citizen and taxpaying resident of Missouri for a minimum of three (3) years immediately prior to hiring;
- Possess a valid Missouri driver license;
- Be proficient in the English language;
- Possess a high school diploma or an equivalent certificate;
- Possess a Class A Missouri POST license at the time of appointment;
- Possess ordinary physical strength;
- Have a minimum of two (2) years law enforcement experience;
 - College coursework in criminal justice or a closely related field or military police service may be substituted on a year-for-year basis.
- Reside within 60 miles of the office or relocate within six months; and,
- Be able to pass a job-related assessment exam, oral interview, criminal record check and background investigation, drug screening, polygraph, and psychological evaluation.

APPLICATION PROCEDURE:

Individuals who wish to be considered for this position must complete a State of Missouri Application on the MO Careers website. Completed applications, with any supplemental documents such as a cover letter, resume, college/university transcript(s), etc., must be completed and submitted by **Sunday, November 15, 2020, at 11:59 P.M.**, Central Standard Time. The MO Careers website can be accessed via <https://mocareers.mo.gov/hiretrue/mo/mocareers/index.html>.

ASSESSMENT TESTING AND INTERVIEWS:

Computerized assessment tests will be conducted at the Jefferson City district office. Candidates meeting the minimum qualifications will be contacted for scheduling purposes.

Interviews are tentatively scheduled for **November 30, 2020**; however, the dates are subject to change.

EQUAL OPPORTUNITY STATEMENT:

The Division of Alcohol and Tobacco Control is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, national origin, age, disability status, or any other non-merit factor.