

Opening Date: March 10, 2020

Closing Date: March 31, 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](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 Section 311.660, 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 or military service may be substituted on a year-for-year basis
- The applicant must reside within 60 miles of the office or relocate within six months; and,
- Successful candidates must 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 **Tuesday, March 31, 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 Lincoln University for qualified candidates on Friday, April 8, 2020. There will be a morning session (9:00 a.m. – 11:30 a.m.) and an afternoon session (1:00 p.m. – 3:30 p.m.).

Interviews will be held the same date for candidates that pass the assessment exam.

- Morning testers will be scheduled for interviews beginning at 1:00 p.m., and will be filled on a first come, first served basis.
- Afternoon testers will be scheduled for interviews beginning at 6:00 p.m., and will be filled on a first come, first served basis.

## **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.