

Opening Date: July 16, 2018

Closing Date: August 3, 2018

## **JOB OPPORTUNITY**

### **MISSOURI DIVISION OF ALCOHOL AND TOBACCO CONTROL**

**TITLE:** Agent

**LOCATION:** Missouri Division of Alcohol and Tobacco Control  
Springfield District

**SALARY:** \$40,416 Annual Salary

**DESCRIPTION:**

A vacancy currently exists within the Division of Alcohol and Tobacco Control. The position works from the Springfield District Office and the successful applicant could be required to relocate. The position will cover counties throughout southwestern Missouri. The applicant must reside within 60 miles of the office or agree to relocate. A state vehicle is available for work related travel. The applicant must be Peace Officer Standards and Training (POST) licensed as well as meet the Division's firearms qualification standard. The successful applicant will be required to work a varied schedule of days and intermittent nights and weekends to accomplish administrative and enforcement duties.

**EXAMPLES OF WORK PERFORMED:**

Agents of the Division are responsible for ensuring compliance with Chapter 311 and Sections 407.924 through 407.934, RSMo, and the Rules and Regulations of the Supervisor of Alcohol and Tobacco Control. The Agent will be assigned to the Springfield office, where they will be the contact for liquor license applicants who are applying for a liquor license and will perform alcohol and tobacco regulatory functions. The business hours for the office will be from 8:00 a.m. to 4:30 p.m., Monday through Friday. The Agent will be responsible for liquor licensing information and questions concerning the alcohol or tobacco control laws. Other duties include investigation of citizen complaints alleging possible liquor law and tobacco violations. Some overnight stays may be required when working throughout the state.

**QUALIFICATIONS:**

Applicant must be a graduate from an accredited high school or possess an equivalent certificate, a minimum of two (2) years law enforcement experience (college coursework with specialization in police science, criminal justice, law enforcement or closely related areas may be substituted on a year-by-year basis for the stated experience) and be POST certified. Additionally, applicant is to be a United States Citizen, taxpaying resident of Missouri three (3) years prior to appointment and possess a valid Missouri driver's license. Applicant must also be able to read and write the English language, possess ordinary physical strength, be able to pass: a job-related assessment exam, a polygraph examination, a background investigation, criminal record check, psychological and drug test.

**APPLICATION PROCEDURE:**

Individuals who want to be considered for this position must complete a Department of Public Safety Application for Employment. [Applications](http://www.atc.dps.mo.gov) can be obtained at <http://www.atc.dps.mo.gov>. Completed applications, with any supplemental documents such as a cover letter, resume, college/university transcript(s), etc., must be received by close of business day on August 3, 2018 to Kristen Cole, Division of Alcohol and Tobacco Control, at 1738 E. Elm Street, Lower Level, P.O. Box 837, Jefferson City, MO 65101.

**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.