

Opening Date: August 22, 2019

Closing Date: September 19, 2019

JOB OPPORTUNITY
MISSOURI DIVISION OF ALCOHOL AND TOBACCO CONTROL

TITLE: Agent

LOCATION: Springfield District Office
505-B E. Walnut St.
Springfield, MO 65806

SALARY: \$41,884 Annual Salary

DESCRIPTION:

A vacancy currently exists within the Division of Alcohol and Tobacco Control. The position works from the Springfield District Office and will be assigned a designated territory within the boundaries of District 5 (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 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;
- Missouri POST Class A license;
- 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 want to be considered for this position must complete a Department of Public Safety Application for Employment form. [Applications](http://www.atc.dps.mo.gov) can be obtained at <http://www.atc.dps.mo.gov>. Completed applications can be submitted via email to Juanita.Monteer@dps.mo.gov or mailed to Division of Alcohol and Tobacco Control, Attn: Juanita Monteer, 1738 E. Elm Street - Lower Level, Jefferson City, MO 65101, and must be received by 12:00 p.m. on Thursday, September 19, 2019.

ASSESSMENT TESTING AND INTERVIEWS:

Computerized assessment tests will be conducted at our central office in Jefferson City, MO for qualified candidates on Friday, September 27, 2019.

Interviews are tentatively scheduled for October 17-18, 2019; however, these 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.