

LIQUOR INSPECTOR I

NATURE AND VARIETY OF WORK

Under the authority of the Prince George's County Board of License Commissioners, this is entry-level inspection, investigative, and surveillance work whereby incumbents are responsible for the enforcement of codes, ordinances, and regulations governing the sale and distribution of alcoholic beverages by proprietorships within the County. Subject to extensive public contact, incumbents perform routine field and office assignments in order to attain compliance with alcoholic beverage codes and regulations under the close supervision of the Chief or Deputy Chief Liquor Inspector. Upon the satisfactory completion of the probationary period, entry-level inspectors may be promoted to the II, full-performance, level. Unsatisfactory performance during the probationary period may result in the termination of the entry-level inspector.

EXAMPLES OF WORK

Makes routine less complex on-site field inspections/investigations/surveillance of proprietorships in order to evaluate compliance with alcoholic beverage laws, rules, and regulations.

Gathers/obtains relevant information and data through approved agency techniques/procedures (e.g., interviews, direct observation, on-site field visits, research of records/documents, photographs) as part of the investigative process which will assist in the resolution of liquor related cases/complaints in accordance with established codes, policies, and procedures.

Maintains accurate, complete, and retrievable records and documentation (e.g., inspectors reports, monthly activities report, premise check list, observation, etc.) for inclusion in reports or to provide information for potential use at hearings.

Issues (written/verbal) code violation notices to licensees and their employees in order to inform them of business practices, procedures, or operations that do not comply with established codes.

Exercises the powers of a peace officer, constable, or sheriff in order to execute the duties and responsibilities of an alcoholic beverage inspector as outlined in the Maryland Annotated Code (e.g., on orders or as directed by the Board, serves summons, searches the

premises of a liquor establishment without a warrant, or audits the books of a liquor establishment).

Testifies at hearings in order to provide pertinent evidence regarding adjudication of code violation cases.

Posts signs conspicuously on a business establishment in order to inform the general public of hearing dates on alcoholic beverages cases/applications.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Ability to rapidly acquire a working knowledge of state and local alcoholic beverage laws and regulations.

Ability to establish and maintain effective working relationships with licensees, the general public, and code enforcement personnel.

Ability to interpret and enforce alcoholic beverage codes and regulations firmly, tactfully, and impartially.

Ability to express ideas clearly and concisely both orally and in writing.

Ability to prepare and maintain a variety of records and reports.

Ability to provide testimony at hearings.

Ability to operate a motor vehicle.

MINIMUM QUALIFICATIONS:

Graduation from high school or equivalent and a combination of experience and training which provides the applicant with the necessary knowledges, skills, and abilities to perform the duties and responsibilities of a Liquor Inspector I

CONDITION OF EMPLOYMENT

Possession of a valid State of Maryland driver's license is required upon appointment.
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Passage of a comprehensive cardiovascular physical examination (stress test) is required upon appointment.

REVISED: 9/85

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