

Opening Date: September 21, 2020

Closing Date: October 11, 2020

CAREER OPPORTUNITY MISSOURI DIVISION OF ALCOHOL AND TOBACCO CONTROL

TITLE: Agent

LOCATION: St. Louis District Office
South Service Center
7545 S. Lindbergh, Suite 150
St. Louis, MO 63125

SALARY: \$43,140.52 Annual Salary

DESCRIPTION:

A vacancy currently exists within the Division of Alcohol and Tobacco Control's liquor enforcement section. The position works out of the St. Louis District Office and will be assigned a designated territory within the boundaries of District 3 and/or the eastern half of District 4 (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 benefit 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 50% office work and 50% field work. 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 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, October 11, 2020, at 11:59 P.M., Central Standard Time**. The MO Careers website can be accessed via <https://mocarers.mo.gov/hiretrue/mo/mocarers/index.html>.

ASSESSMENT TESTING AND INTERVIEWS:

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

Interviews are tentatively scheduled for **October 21-22, 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.

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**CAREER OPPORTUNITY
MISSOURI DIVISION OF ALCOHOL AND TOBACCO CONTROL**

TITLE: Office Support Assistant (Part-Time - 20 hours a week)

LOCATION: St. Louis District Office

South Service Center
7545 S. Lindbergh, Suite 150
St. Louis, MO 63125

SALARY: \$16.24 per hour (1000 hours maximum per year)

EXAMPLES OF WORK PERFORMED: Works under the direct supervision of the District Supervisor. Answers the main phone line and is able to assist with licensing questions and transfer calls as needed. Prepares daily transmittals, including running wants and warrants checks and debtor retailer system checks on applicants for Missouri liquor licenses. Responsible for opening and distributing daily mail along with seeing that daily mail gets processed for pickup. Maintains district enforcement records, copying, distributing, and filing as necessary. Enter summonses in the AS400 database for timely filing of the UCR report. Assists with other duties as assigned. Preferred schedule is four hours per day, Monday through Friday, with some flexibility in work hours.

QUALIFICATIONS: One year of experience in clerical or related office work; proficient in the use of modern office practices, software, procedures and computer equipment; skilled in typing and data entry; responsible public contact work or work which affords a knowledge of a licensing agency; and, graduation from a standard high school or possession of a GED certificate. Must be Missouri Uniform Law Enforcement System (M.U.L.E.S) certified or able to obtain certification within one (1) year from the date of hire (the agency will arrange for this training). Ability to pass a background investigation and drug screening.

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, October 11, 2020, at 11:59 P.M., Central Standard Time**. The MO Careers website can be accessed via <https://mocreers.mo.gov/hiretrue/mo/mocreers/index.html>.

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