Law Enf ABLE Commission Agt I

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Job Level I

Basic Purpose

Positions in this job family are assigned responsibilities involving criminal and administrative investigations related to violations of Alcoholic Beverage and other laws, including the Alcoholic Beverage Control Act, Prevention of Youth Access to Tobacco Act, Charity Games Act, and Prevention of Youth Access to Alcoholic Beverage Act.

Typical Functions

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- Investigates violations of state laws; make arrests, participates in undercover operations, raids and surveillance of persons or targeted locations or establishments where it is believed that the law is being violated.
- Gathers and analyzes information; searches for and gathers physical or documentary evidence or clues; interviews witnesses; interrogates suspects; analyzes business records; obtains signed statements and affidavits; prepares investigative reports and case records; presents findings in clear, logical, impartial and properly documented reports.
- Assists prosecutors in filing charges; appears as a witness in criminal and administrative court proceedings; drafts and executes legal documents for use in criminal and administrative investigations, subpoenas for evidence, search warrants, arrest warrants and affidavits.
- Performs criminal history, financial, premises and background investigations on applicants for the issuance or alteration of Alcoholic Beverage Laws Enforcement Commission alcoholic beverage licenses and charity games licenses, including investigations of individuals, partnerships, limited liability entities, companies and corporations.
- Conducts administrative investigations of retail package stores, mixed-beverage establishments, bottle clubs, holders of charity games licenses and retail outlets of tobacco for criminal and administrative violations of state law and Alcoholic Beverage Laws Enforcement Commission rules and regulations.
- Participates in in-service training; studies professional material relating to new investigative procedures and techniques; studies legal materials relating to court rulings and state and federal law;
attends training sessions to acquire new skills.
• Operates and monitors electronic surveillance equipment; operates computers and computer software.

Level Descriptor

This is the basic level of this job family where employees are assigned responsibilities involving beginning level work in conducting criminal and other investigations. In this role they will exercise the general powers of a law enforcement officer while receiving training to conduct investigations of criminal violations of Oklahoma state laws and administrative violations of Alcoholic Beverage Laws Enforcement Commission rules and regulations. Duties are performed under close supervision to build their skills in conducting investigations, collecting and preserving evidence, interviewing witnesses, interrogating suspects, and completing other related activities.

Knowledge, Skills, Abilities and Competencies

Knowledge, Skills and Abilities required at this level include knowledge of the principles and techniques of investigation; of Oklahoma criminal law and Alcoholic Beverage Laws Enforcement Commission rules and regulations; of rules pertaining to search and seizure, arrest and rules of evidence; of recent court decision affecting law enforcement; of the Administrative Procedures Act; of basic math; of English, grammar and sentence structure; of accounting and business records; and of the operation of computers and computer software. Ability is required to conduct several investigations simultaneously; to maintain undercover identity while preserving integrity; to analyze, interpret and evaluate information obtained; to recognize, collect and preserve physical evidence; to subdue persons and protect oneself, associates and others; to organize and present facts and opinions clearly and concisely, both orally and in writing; to use a firearm; to cope with stressful and potentially dangerous situations; to handle confidential work with tact and discretion; and to establish and maintain effective working relationships with other law enforcement agencies.

Education and Experience

Education and Experience requirements at this level consist of a bachelor’s degree or sixty hours of college credit from an accredited college or university and two years of criminal investigative experience.

Special Requirements

Every person initially appointed under the classified service as an agent of the Alcoholic Beverage Laws Enforcement Commission shall be appointed for a probationary period of one (1) year.
Incumbents for this position will be required to: Meet the qualifications for permanent appointment as Police or Peace Officers as provided for in Title 70, Section 3311(F); possess the ability and willingness to carry a firearm and use deadly force as required; have and maintain physical and mental stamina to perform the work; be willing to accept the physical discomforts and/or dangers inherent in the work, as evidenced by a complete physical examination that meets the specifications of the Oklahoma Alcohol Beverage Laws Enforcement Commission; be willing to be on call twenty-four (24) hours a day seven (7) days a week; be willing to work varied shifts and work days, including holidays; pass a rigid character and background investigation; pass a psychological examination as required by state statutes; be willing to travel frequently and be away from home for extended periods of time; be willing to transfer where needed and to accept assignment anywhere in the state.

Note: Pursuant to Title 37, Section 511 (1); "No member of the Alcoholic Beverage Laws Enforcement Commission...shall be appointed or serve who has been convicted of a felony or of any violation of any federal or state law relating to alcoholic beverages."

The Alcoholic Beverage Laws Enforcement Commission has determined that some positions in this job family are safety sensitive as defined by 63 O.S. § 427.8.