

# Position Description

Classified/Unclassified	Regular/Temporary	Full-Time/Part-Time	% of Time
Unclassified	Regular	Full-Time	100%
Employee Name		Position Number	Position Title
[REDACTED]		[REDACTED]	Enforcement Agent
Supervisor Name		Supervisor Position Number	Supervisor Title
[REDACTED]		[REDACTED]	Enforcement Agent Supervisor
Location		Department ID	Division
[REDACTED]		5656400000	Alcoholic Beverage Control Division
FLSA Status		Work Schedule	Regular Hours of Work
Non-Exempt		Irregular Schedule	Irregular schedule - 80 hours every two weeks

**1. Please Summarize the duties of this position for posting in the job announcement. If this is a request to reallocate the position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which change the duties and responsibilities of the position.**

This position conducts thorough, complex investigations of violations pertaining to the Division of the Alcoholic Beverage Control (ABC) and the Kansas Department of Revenue (KDOR), using generally accepted and legally sanctioned investigative techniques. Investigations are conducted relating to underage alcohol, fraudulent license applications, hidden ownership, false ID rings, illegal shipments of alcohol, industry practices violations, and other violations of the laws. Creates comprehensive reports and research databases using electronic equipment. Official duty station may be agent's home. Long hours of driving, surveillance, loud music/background noises in licensed establishments, and adversarial verbal and/or physical contact with violators are all potential hazards. Requirements for the incumbent include the ability to move through crowds and climb stairs, diffuse situations with intoxicated/irate persons, work may be in smoke-filled areas/rooms and adverse weather conditions. Agents perform their duties in a variety of environments frequented by customers of all ages, and at times must be able to blend into the existing environment to conduct their duties undetected. Performance of these duties may include physically arresting persons and/or search and seizure of evidence. This position frequently conducts undercover enforcement operations.

**2. How much latitude is allowed incumbent in completing work?**

Considerable

**3. What kinds of instructions, methods and guidelines are given to the incumbent in this position to help do the work?**

Considerable latitude is given in general assignment investigations. Acts as lead investigator in multi-personnel investigations in assigned territory. Some priority assignments are specific in nature. Instructions, methods, and guidelines are provided by demonstrated proficiency, training, operational manuals and agency priorities. Instruction methods and guidelines are provided by demonstrated proficiency, training operation manuals and agency standard operating procedures.

**4. Which statement best describes the results of error in action or decision of this incumbent?**

Adverse impact on health and welfare of others, Damage, Loss of life, Major property loss, Minor disruption of the flow of work, Minor injury, Moderate loss of time, Moderate injury, Minimal property damage, Serious injury or incapacitation

5. Describe the work of this position. Use the following format for describing the duties: What is the action being done (use action verb); to whom or what is the action directed (object of action); why is the action being done (describe the result or outcome expected); how is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed).

Number Each Task, Indicate Percent of Time and Identify each function as Essential or Marginal by placing an "E" or "M" next to the % of time for each task. Generally, the percent of time assigned to task statements should not be less than 5% and not more than 50% Essential functions are primary job duties for which the position was created and that an employee must be able to perform, with or without a reasonable accommodation. Marginal functions are peripheral, incidental or minimal parts of the position.

Note: The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

The employee in this position has access to confidential information, which must be treated in accordance with the Kansas Department of Revenue Confidentiality Oath and applicable policies and procedures. The person will receive training as it relates to the duties of this position.

In addition to the tasks listed below, the employee is expected to adhere to the Mission and Vision of the agency and to identify personal strengths and developmental needs to increase job performance and career growth. Analyzes work processes, seeks new approaches and makes recommendations to enhance efficiency and effectiveness of the agency. Works professionally with staff, customers and the public, to provide efficient and effective customer service. Contributes to a productive team environment and uses free time as available to assist other staff in the completion of work assignments.

Recognizes responsibilities to the agency and applies effective work habits and attitudes to meet work requirements. Attends work regularly and on time, plans appropriately for absences and assumes personal accountability for work.

#	% of Time	E or M	Description of Duties
1	50%	E	Field Operation: Conduct thorough inspections and investigations to ensure compliance with Federal and State laws and regulations to include the Kansas Liquor Control Act and the Kansas Drinking Establishment Act. Various methods such as controlled-buy investigations, bar checks and surveillance are used to detect criminal and/or administrative violations. Recruit and work with undercover cooperating individuals to facilitate the controlled-buy investigation process. Investigate drug tax violations and take appropriate enforcement action. Conduct thorough and detailed investigations of complex violations using generally accepted and legally sanctioned investigative techniques. Complex cases by this definition include investigations of, but not limited to, fraudulent documents affecting licensure and taxation, licensee backgrounds, hidden ownership, false identification rings, illegal transfer of alcohol and/or other contraband and industry practice violations. Investigations are conducted in a manner acceptable for criminal prosecution as well as the administrative hearing process. Investigations are conducted in logical sequence, maintaining integrity of evidence. Performance of these duties may include physically arresting persons, search and seizure of evidence, and/or suspending/revoking business license resulting in business closures.
2	20%	E	Administrative duties: Create and submit comprehensive, understandable reports of investigative activity using the established agency automated case management system. Access various databases to obtain information needed for investigations and reports, and to update activities performed. Reports must be sufficient for a supervisor, manager and prosecutor to determine all relevant facts of the investigation and make knowledgeable decisions on appropriate action. Coordinate investigative information, intelligence, and enforcement related information with other law enforcement agencies, criminal justice entities, supervisors and agency associates as necessary or appropriate.
3	20%	E	Professional Compliance: Maintain proficiency with firearms; maintain knowledge of ABC use of force standard operating procedure (SOP), and applicable statutes, policies and SOPs. Attend mandated training in order to maintain certification and demonstrate proficiency in testing. Maintain State issued supplies, equipment and home duty station.
4	5%	M	Education: Provide education to local law enforcement, industry members, school or other organizations on effective enforcement of laws related to liquor, cereal malt beverage and tax on illegal drugs
5	5%	M	Other duties as assigned for business needs.

**6. Does this position directly supervise agency employees?**

No

**7. List the position titles and position numbers of all agency employees directly supervised by this position:****8. For what purpose, and with whom and how frequently are contacts made with the public, officials, or other employees?**

Contact with	Frequency	Purpose	Other
Local Government Officials/staff	Occasionally	Explain rules and/or regulations	
State Government Officials/staff	Occasionally	Obtain or verify information	
Federal Government Officials/staff	Occasionally	Carry out duties	
Community Contacts	Frequently	Carry out duties	
Business Owners	Daily	Explain rules and/or regulations	
KDOR staff	Daily	Obtain or verify information	
Public	Daily	Carry out duties	
Attorneys	Frequently	Obtain or verify information	
Law Enforcement	Daily	Carry out duties	

**9. What hazards, risks or discomforts exist on the job or in the work environment and describe any methods, techniques, or procedures that must be used to ensure safety for equipment, employees, customers, and others. Employee is encouraged to follow office safety practices to ensure safety for self and others in the office.**

Position Requirement	Frequency
Walking	Daily
Working with upset customers on the phone and/or in person	Occasionally
Standing	Frequently
Traveling in all types of weather (Normal driving and road hazards may occur while traveling)	Frequently
Sitting	Frequently
Ability to ascend and descend stairs	Frequently
Bending	Occasionally
Walking on uneven ground	Frequently
Twisting	Occasionally
Fine motor skills and manipulation	Frequently
Crawling	Occasionally
Reach over head	Occasionally
Lifting and/or carrying up to: 50lbs (Use of proper lifting techniques is necessary when lifting and moving material, equipment, etc)	Occasionally
Firearm-Failure to follow training could result in death or injury; Chemical agents-failure to follow training could result in risk or discomfort	Frequently
Hearing and vision with or without corrective tools	Frequently

**10. Check all machines that are regularly used in the work of the position and indicate frequency with which they are used.**

Equipment	Frequency
Computer	Daily
Telephone	Daily
Copier	Frequently
Vehicle	Daily
Two-way radio	Frequently
Scanner	Frequently
Preliminary Breath Tester (PBT), Audio Recorder	Frequently
Firearm, handcuffs, flashlight, OC Spray	Frequently

**11. Minimum Requirements (MR) as stated in the State of Kansas Class Specification.**

Three years of experience working as a commissioned law enforcement officer, including six months of investigation experience.

**12. Special Requirements: Additional qualifications for this position that are necessary to perform the Essential Functions of the position (i.e. license, registration or certification).**

Must be a United States citizen and at least 21 years of age. Must complete a basic law enforcement training program and/or obtain certification as a law enforcement officer recognized by the Kansas Commission on Peace Officers' Standards and Training (KCPOST) before being given permanent status. This class requires the use of a firearm for law enforcement duties and therefore, candidates cannot have been convicted of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. &sect; 922 (d) (9) and (g) (9).

License	Yes- Incumbent is required to have and maintain a valid driver's license to perform the essential functions of this position.
OtherLicense	KCPOST certified Law Enforcement Officer or able to complete KCPOST training program within one year from date of hire.

**13. Security Clearance Requirements: The Security Clearance requirements for this position are:**

1A--KBI and FBI fingerprint required due to access to Federal Tax Information files in KDOR systems and due to the position requiring use, contact with and ability to request sensitive Criminal History Record Information for Enforcement Agents

**Pre-Employment Requirements:**

Drug Screening
Psychological Evaluation & Polygraph Examination
Physical Examination

**14. Preferred education, skills, and experience. (These items will be used to screen applicants when recruiting to fill the position.)**

Preferred Education	Degree Area
Bachelors Degree	Criminal Justice
Preferred Skills	Description
Computer	Word, Excel, PowerPoint, Data Entry
Grammar	Proofreading, editing, attention to detail

**Preferred Experience:**

Prefer experience conducting complex criminal investigations, alcohol violation enforcement, background investigations and licensing violations.

**Position Status:** Draft

**Print Date:** 1/30/2023