



Agent Trainee

Salary Group: C01

Class Code: 9949

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>
AGENT TRAINEE	9949	C01
PROBATIONARY AGENT	9950	C02
AGENT	9956	C03

GENERAL DESCRIPTION

Performs entry-level alcoholic beverage, criminal, and administrative law enforcement work. Work involves attending and completing a law enforcement academy; and assisting in inspecting, investigating, and regulating the alcoholic beverage industry and enforcing the Texas Alcoholic Beverage Code. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Attends a training academy and receives and demonstrates knowledge and skills necessary for peace officer licensing by the Texas Commission on Law Enforcement.

Assists with inspecting licensed premises and investigates complaints concerning violations of the State's alcoholic beverage laws.

Assists in gathering evidence to determine if violations occurred and if criminal or administrative charges are warranted.

Assists in preparing written documentation to file administrative and criminal cases with the appropriate authorities.

Assists in conducting searches, seizes illicit alcoholic beverages and contraband, and executes arrests.

Assists in the initial processing of applications for licenses and permits.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Must be at least 21 years of age. Graduation from an accredited four-year college or university with major coursework in criminal justice, criminology, police science, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the Texas Alcoholic Beverage Code, the Texas Penal Code, and other applicable statutes; and of regulatory procedures related to the alcoholic beverage industry.

Skill in making oral presentations to groups of various sizes and in using a computer and applicable software.

Ability to interpret rules, regulations, policies, and procedures; to demonstrate proficiency in the use of firearms; to maintain and secure confidential information; and to communicate effectively.

REGISTRATION, CERTIFICATION, OR LICENSURE

Must obtain certification as a Texas peace officer by the Texas Commission on Law Enforcement. Must possess a valid driver's license.