



Agent

Salary Group: C03
Class Code: 9956

<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 alcoholic beverage code enforcement work. Work involves inspecting, investigating, and regulating the alcoholic beverage industry and enforcing the Texas Alcoholic Beverage Code. May provide guidance to others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Conducts searches, seizes illicit alcoholic beverages and other contraband, and executes arrests.

Enforces the Texas Alcoholic Beverage Code, the Texas Penal Code, and other applicable statutes.

Gathers intelligence and evidence to determine if violations occurred and if criminal or administrative charges are warranted.

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

Prepares written documents to file administrative and criminal cases with the appropriate authorities.

Prepares and executes search warrants.

Assists in the prosecution of cases filed by documenting evidence and testifying.

Assists other law enforcement agencies in the investigation, preparation, and prosecution of alcohol-related cases.

May handle or assist in the initial processing of applications for licenses and permits.

May present training or teach awareness programs.

May provide guidance to others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Must be at least 21 years of age with satisfactory service as an enforcement agent trainee. 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; to communicate effectively; and to provide guidance to others.

REGISTRATION, CERTIFICATION, OR LICENSURE

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