



Sergeant, Alcoholic Beverage

Salary Group: C04

Class Code: 9960

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>
SERGEANT, ALCOHOLIC BEVERAGE	9960	C04
LIEUTENANT, ALCOHOLIC BEVERAGE	9961	C05
CAPTAIN, ALCOHOLIC BEVERAGE	9962	C06
MAJOR, ALCOHOLIC BEVERAGE	9963	C08

GENERAL DESCRIPTION

Performs administrative alcoholic beverage code enforcement work. Work involves managing the operations of an enforcement team. Supervises the work of others. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Serves as an information conduit and liaison between staff.

Ensures that statutes, administrative rules, case law, policies, and procedures governing agency actions are applied in a consistent and fair manner.

Inspects vehicles and equipment to ensure adequacy of care and compliance with agency policies and procedures.

Reviews reports and documents for completeness and accuracy.

Coordinates enforcement activities with other law enforcement agencies.

Monitors performance reports to identify deficiencies and exemplary performance and takes action to correct deficiencies and to reward exemplary performance.

Provides feedback and coaching to help recognize and overcome observed deficiencies.

Provides training, guidance, and direction to employees in all aspects of law enforcement and regulatory duties.

Supervises the work of others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Four years of satisfactory service as an enforcement agent. 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; of agency rules, policies, and procedures; 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 exercise independent judgment; to demonstrate proficiency in the use of firearms; to maintain and secure confidential information; to constructively supervise and evaluate the work of others; and to communicate effectively.

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.