

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

LIQUOR CONTROL SPECIAL AGENT II

POSITION CODE: 23752  
Effective: 7-1-10

DISTINGUISHING FEATURES OF WORK:

Under direction, acts as lead worker, coordinates and reviews the activities of lower level agents in the conduct of investigations concerned with the enforcement of the provisions of the Illinois Liquor Control Act; conducts investigations of routine and complex cases and performs routine inspections; prepares comprehensive investigatory case reports and determines appropriate recommendations; provides training to lower level agents.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Acts as a lead worker of a staff of agents engaged in field investigations of liquor manufacturers, distributors and retailers, e.g., breweries, distilleries, wineries, shippers, and other licensees; provides guidance and assistance to lower level agents in resolving problems; provides input into performance evaluations; provides on-the-job training and instructions to lower level agents; advises lower level agents of changes in operating procedure.
2. Conducts investigations of complex cases relating to the enforcement of the Illinois Liquor Control Act, e.g., transfer of alcohol for resale, interstate bootlegging, subterfuge ownership, gambling, violations of valid license regulations, thirty day credit law, cash beer law, etc.; participates with state and local law enforcement and regulatory agencies in the investigation of suspected fraudulent or illegal liquor manufactures, distributors or retailers.
3. Appears before meetings of liquor wholesale distributors, retailers, and other members of the liquor industry; provides information regarding the application of the Illinois Liquor Control Act and of recent or proposed changes in the Act; interprets Liquor Control Commission rules and regulations.
4. Provides technical assistance to county and municipal liquor commission and to elected officials serving as local liquor commissioners.
5. Conducts investigations of public complaints involving the liquor industry noting alleged violations and necessary corrective action; prepares comprehensive case reports; recommends appropriate action to include the revocation of liquor licenses to the Commission.
6. Performs routine inspections or investigations of liquor manufacturers, distributors, and retailers to meet operational needs determined by the area supervisor, e.g., in the event of an unplanned absence, budgetary constraints, or increased cost considerations prevents the reassignment of other staff.

7. LIQUOR CONTROL SPECIAL AGENT II (Continued)
8. Serves as an expert witness in Liquor Control Commission court cases.
9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of two years college with coursework in accounting, pre-law, law enforcement, or related field.

Requires two years professional experience in liquor ordinance enforcement such as would be gained as a Liquor Control Special Agent I.

Knowledges, Skills and Abilities

Requires extensive knowledge of Illinois Liquor Control Commission laws and regulatory practices.

Requires extensive knowledge of effective methods of investigation and what constitutes legal evidence.

Requires extensive knowledge of common business practices to include knowledge of accounting practices.

Requires extensive knowledge of liquor industry business practices as they pertain to Illinois Liquor Control Statutes.

Requires ability to instruct, coordinate, and review the investigative activities of a staff of lower level Liquor Control Special Agents.

Requires ability to plan and conduct complete investigations of a complex or controversial nature.

Requires ability to interpret and enforce the applicable provisions of the Illinois Liquor Control Act (Chapter 43, Illinois Revised Statutes).

Requires ability to exercise sound judgment and discretion in analyzing and evaluating facts and evidence and in preparing comprehensive case reports.

Requires ability to establish and maintain effective and cooperative working relationships with state and local law enforcement and regulatory agencies, the general public, and members of the liquor industry.

Requires willingness to work irregular hours and travel frequently.

Requires possession of an appropriate valid driver's license.