

## LAW COMPLIANCE REPRESENTATIVE 2

### KIND OF WORK

Difficult investigation and enforcement work.

### NATURE AND PURPOSE

An employee in this class is responsible for making difficult field investigations of law enforcement matters or for providing leadworker direction for a small staff of inspectors in less difficult phases of law enforcement work. Where difficult field investigations are conducted, evidence of violations is obtained and the employee may be asked to appear as a witness in court. Tickets for violations may also be issued. Assignments and guidance with respect to policies and general procedures are received in conference with the supervisor, but the employee has considerable functional independence in the field work inspection and law enforcement phases. Work is reviewed through conferences and written reports.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Trains or assists the training of Law Compliance Representatives 1.

Assists Law Compliance Representatives 1 in special problems and difficult cases.

Checks licenses and makes recommendations relative to their issue or revocation.

Obtains evidence of violations, ascertains facts and appears as a witness in court.

Conducts investigations of complaints concerning illegal livestock operations.

Ascertains proper registration of petroleum dealers.

Enforces vehicle registration and tax laws.

Performs related work as required.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of effective investigational methods and techniques.

Thorough knowledge of laws and regulations relating to the division functions.

Considerable knowledge of common business practices.

Considerable knowledge of probate court procedures.

What constitutes legal evidence.

Mechanical workings of vehicles being inspected or petroleum products being tested or livestock operation.

Skill in:

Ascertaining facts by personal contact, observation and checking records and accounts.

Ability to:

Obtain the cooperation of and to work with local law enforcement officials in obtaining evidence and bringing cases to court.

Interpret laws, rules and regulations with firmness and impartiality.

Explain pertinent provisions of laws and procedures for compliance.

Prepare clear and concise reports.

Poise, tact, appearance, manner and speech appropriate to public contact work.

Est.: 3/41

Rev.:

Ckd.: 11/92

T.C.: 1/74

Former Title(s): Law Enforcement  
Inspector II