

LIQUOR CONTROL INVESTIGATOR SPECIAL

KIND OF WORK

Technical/para-professional investigative, enforcement, and educational work with the Minnesota Department of Public Safety's Liquor Control Division.

NATURE AND PURPOSE

Under general supervision, assures compliance of liquor industry, beer retailers and wholesalers, and video game distributors and operators with applicable guidelines, statutes and laws; performs related work as required.

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

Conducts investigations of applicants for various liquor licenses to assess compliance with statutory requirements.

Resolves complaints concerning violations or procedures, particularly in the area of advertising, refilling, purity of content, pricing policies regulatory violations, the furnishing of equipment, and gambling.

Assists local law enforcement agencies on a statewide basis, works undercover, and apprehends persons in violation of the Minnesota Liquor Control Act.

Arrests persons who illegally manufacture liquor, or who have in their possession materials or the apparatus for producing liquor illegally.

Provides evidence to local or other law enforcement agencies so that they may arrest individuals violating the liquor control regulations or laws.

Prepares written case reports, preserves evidence, and appears in court proceedings throughout the state and testifies in criminal actions involving Minnesota Liquor Control Act.

Files criminal charges with prosecuting attorneys so violators are brought to court.

Investigates fire and flood scenes involving liquor to assess potential or real damage to the alcoholic beverages to be sold or consumed.

Audits books, records, invoices, and bills of lading for compliance to statutes.

Speaks before civic and industry groups and law enforcement agencies to explain liquor laws and the video game of chance law.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

State Liquor Laws, Video Gaming Laws, Regulations, Attorney General Opinions, annotations, and court decisions.

Investigative techniques and legal procedures such as due process, chain of evidence, proper evidence and notes to take in preparation for court hearings.

Ability to:

Interpret and communicate the laws and regulations.

Reduce information gained by investigation to clear and concise written reports.

Speak before civic groups and law enforcement agencies.

Persuade clients to cooperate in investigations or comply with laws.

Skill in:

Auditing and bookkeeping sufficient to determine compliance to applicable laws.

SPECIAL WORK CONDITIONS

40% travel is required as a position covers several counties and could be assigned by the director to special cases in other areas in the state.

Est.: 11/17/71  
Rev.: 09/10/79  
10/16/85

T.C.:  
Former Title(s):