

Class Concept

Positions in this class perform application investigations to assure that businesses with ABC permits are following the appropriate rules and regulations related to ABC Laws regarding the serving and sale of alcoholic beverages within North Carolina. Positions conduct application investigations for retail and commercial permits, positions monitor financial and inventory reports. There are a wide variety of permits, and positions are responsible for ensuring that businesses have appropriate permits and are following the appropriate rules and regulations for the permit(s) that may have been issued to them. Positions review financial and inventory reports, non-compliance may result in written warnings or other violations. Positions travel throughout the state, conducting investigations and providing information and assistance to businesses about ABC permits.

Recruitment Standards

Knowledge, Skills, and Abilities

- Working knowledge of the ABC Commission rules, regulations and statutes related to retail permitting.
- Working knowledge of the ABC Commission overall functions and programs.
- Ability to communicate effectively with a wide variety of individuals to both convey and obtain information.
- Ability to analyze documentation and make appropriate determination appropriate resolution.
- Ability to work under varying conditions where priorities may change in responses to changes within the work unit.

Minimum Education and Experience

Bachelor's degree from an appropriately accredited institution and one (1) year of experience in inspection, regulatory, programmatic, or administrative work or an equivalent combination of education and experience.

Necessary Special Qualifications

Must possess a valid North Carolina driver's license.