

Class Concept

Position may oversee field operations and/or administrative operations that include management of the law enforcement and regulatory functions. Employees assist the Director in performing all operational/administrative functions of the organization including planning, organizing, staffing, budget forecasting, strategic planning, criminal and regulatory investigation and related services to the citizens of North Carolina and those engaged in any phase of the alcohol and/or lottery industry.

Field Operations may include oversight of field operations for district units, the Gaming Section, Canine Unit and the Response Team of the ALE Division. Employees administer and direct the enforcement, regulation, external training and education functions of districts or programs under their supervision. Administrative Operations may include Nuisance Abatement Team, Communications and Logistics Sections, fiscal, human resources, and budget.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of State and Federal laws pertaining to alcoholic beverages, tobacco, and controlled substances.
- Thorough knowledge of modern principles and methods of investigation and law enforcement, including rules of evidence, use of technical equipment, laws of arrest and search and seizure.
- Thorough knowledge of all facets of the ALE, including all related policies and procedures.
- Skill in budgetary oversight to include developing expansion budgets.
- Ability to lead, coach, mentor and if necessary, discipline subordinate staff.
- Ability to coordinate investigations with other law enforcement agencies.
- Ability to clearly communicate both orally and in writing and convey technical information and promote understanding of relevant issues.
- Ability to build collaborative relationships both within and outside of ALE to facilitate the accomplishment of ALE mission and goals.

Minimum Education and Experience

Bachelor's degree from an appropriately accredited institution and six years of experience as an ALE Agent and one year of experience in ALE Management; or an equivalent combination of education and experience.

Necessary Special Qualifications

Certification as a Law Enforcement Officer in accordance with the provisions of the North Carolina Criminal Justice Education & Training Standards Commission. Must have graduated from the ALE Academy or the next available Academy upon hire and meet all applicable North Carolina state statutory standards for law enforcement officers.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.