

### Class Concept

Alcohol Law Enforcement Assistant Special Agent in Charge positions perform supervisory and inspection of submitted work product of ALE Agents that perform investigative work related to Law Enforcement. These positions coordinate and direct the activities of enforcement personnel engaged in difficult and/or technical criminal or administrative investigation and regulatory work associated with North Carolina's alcoholic beverage control laws and the laws of the State. Within a district or specialized program, work includes conducting and assigning staff to criminal and administrative investigations, assigning territories for the regulation of retail establishments and industry members, and investigations of applicants for ABC permits and North Carolina Education Lottery (NCEL) licenses. Positions conduct and/or lead difficult or technical investigations and may coordinate with other law enforcement agencies. These positions also ensure law enforcement agents and/or programs are progressing to meet the goals of the agency as they pertain to the enforcement of controlled substances, tobacco, lottery and gambling laws, and the administration of the Boxing Authority and the charitable bingo program. Work involves supervision of the law enforcement agents engaged in the collection and preservation of evidence, testimony in court proceedings as necessary, and performing related work such as apprehending observed violators committing offenses. Work is performed independently under general supervision and reviewed through periodic conferences and activity reports.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- 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 state and federal laws pertaining to alcoholic beverages, tobacco, and controlled substances.
- Skill in planning district enforcement programs, to determine the enforcement priorities of the district and assign needed personnel to meet objectives, including undercover operations.
- Skill in providing and coordinating training to district staff.
- Skill in training and supervising employees engaged in investigations.
- Skill in coordinating investigations with other law enforcement agencies.
- Ability to prepare legal pleadings as civil complaints, motions, notices, affidavits, summonses, orders, restraining orders, and discovery.
- Ability to clearly communicate and convey technical information and promote understanding of relevant issues.
- Ability to write clear and concise reports of findings.

#### Minimum Education and Experience

Six years of experience as an Alcohol Law Enforcement Agent; or eight years of total sworn law enforcement experience including at least four years of experience as an Alcohol Law Enforcement Agent; or an equivalent combination of 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 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.