



## TEXAS ALCOHOLIC BEVERAGE COMMISSION

*Texans Helping Businesses & Protecting Communities*

**TEXAS  
ALCOHOLIC  
BEVERAGE  
COMMISSION**  
invites  
applications for  
the position of:

### **Agent Trainee**

---

**SALARY:** \$3,673.50 - \$3,673.50 Monthly

**OPENING DATE:** 10/09/17

**CLOSING DATE:** 11/15/17 05:00 PM

**DESCRIPTION:**

Performs entry-level alcoholic beverage enforcement work. Work involves regulating the alcoholic beverage industry in Texas and enforcing the state's Alcoholic Beverage Code. Works under close supervision during the probationary period which includes an intensive field training program and academy. Must be willing to work shifts as assigned including nights, weekends and holidays, with days and hours that are subject to change.

**EXAMPLES OF DUTIES:**

**TABC Agent Trainee Duties and Responsibilities:**

- Enforces the Texas Alcoholic Beverage Code, the Texas Penal Code and other applicable statutes.
- Inspects licensed premises and investigates complaints concerning violations of the state's alcoholic beverage laws.
- Gathers evidence to determine if violations occurred and if criminal or administrative charges are warranted.
- Prepares and files administrative and criminal cases with the appropriate authorities.
- Conducts searches, seizes illicit alcoholic beverages and contraband, and executes arrests.
- Assists in the prosecution of cases filed.
- Assists other law enforcement agencies in the investigation, preparation, and prosecution of alcohol-related cases.
- May handle or assist in the initial processing of applications for licenses and permits.
- May provide training or teach awareness programs.
- Performs other duties as assigned.

**GENERAL QUALIFICATION REQUIREMENTS:**

**Minimum Qualifications**

**\*Note, meeting minimum qualifications will not guarantee an invitation to participate written and physical assessments**

- At least 21 years of age.
- **Current Texas Commission on Law Enforcement (TCOLE) Basic Peace Officer Certification.**

- **\*Note: If you do not possess a minimum Texas Basic Peace Officer Certification you will NOT be considered for this role. TABC does not currently sponsor or issue TCOLE certification or allow other state peace officer certifications.**

**-AND-**

- High school diploma or GED and four years experience in law enforcement. Experience conducting investigations is preferred.

**OR –**

- High school diploma or GED and four years of Military experience. (Legible copy of DD214 must be submitted with application).

**OR –**

- Associate's Degree and two years Military or law enforcement experience.

**OR –**

- Graduation from an accredited four-year college or university with a bachelor's degree. (Legible copy of Transcripts must be submitted with application).

Selected applicants for agent trainee positions are required to complete a physical assessment per Texas Government Code, Chapter 614, Subchapter H, section 614.152. Applicants for this position must complete and pass the physical standards test during the application process to be considered for employment.

Candidates will be tested on the following:

300 Meter Run – 93 seconds

Push Ups – 13 (no time limit)

1.5 Mile Run – 21:55 minutes

\*May be required to work independently with little or no supervision.

\*May work in adverse weather conditions.

\*Duties require mobility inside and outside of work area including bending and lifting/moving a minimum of 80 pounds.

\*Must successfully complete intensive training course for new agents provided by the Alcoholic Beverage Commission.

\*Must attain at least a satisfactory rating/results on personal history and background checks including but not limited to driver records, criminal background, credit and employment.

\*Must be willing to work a variety of shifts including nights and weekends as assigned.

\*Must possess a valid Texas driver license.

**Areas to review (study areas) for TABC written assessment:**

•Written Communication & Report Writing

•Rules of Arrest, Search and Seizure, Use of Weapons & Force (TEXAS CODE OF CRIMINAL PROCEDURE Chapters 2,14,18 and 59 & TEXAS PENAL CODE Chapters 6, 9,12, 19,20,20A,21 22, 38, 42,46,49 and 71)

•Laws, Rules, Regulations, and Texas Codes (TEXAS CODE OF CRIMINAL PROCEDURE Chapters 2,14,18 and 59 & TEXAS PENAL CODE Chapters 6, 9,12, 19,20,20A,21 22, 38, 42,46,49 and 71)

•Basic Computer/ Software Skills

•Basic Arithmetic Skills

•Map Reading

### **Required Documents**

Applicants who move to the interview phase will be required to submit the following documents to Human Resources which will not be returned:

- Copy of Social Security Card
- Original certified copy of birth certificate
- Copy of valid Texas or another state driver's license
- Copy of High School diploma or GED certificate
- Sealed original certified copy of college transcripts
- Copy of college diploma
- Copy of Police Officer certification from police academy
- Copy of Texas Peace Officer license and training certificates
- Copy of DD-214 with honorable discharge
- Original certified copy of Naturalization papers
- Copy of current proof of automobile liability insurance

### **Knowledge, Skills, and Abilities**

Some knowledge of the regulatory procedures related to the manufacturing, distribution and selling of alcoholic beverages.

Ability to read and interpret complex written materials and numeric data.

Ability to interpret rules, regulations, policies and procedures.

Ability to communicate effectively, both verbally and in writing.

Ability to operate a motor vehicle over a sustained period of time.

Ability to demonstrate proficiency with the use of firearms.

Ability to exercise independent judgment in determining when there is a reasonable suspicion to detain, when probable cause exists for search and arrest and when force may be used and to what degree.

Ability to work under pressure, to perform multiple tasks and to meet critical deadlines.

Ability to maintain, secure and protect confidential, sensitive or secured information or goods.

Ability to work effectively with agency personnel, other agencies and the public including interactions in person, over the telephone and via electronic means.

Skill in making oral presentations to groups of various sizes.

Skill in speaking bilingually (Spanish/English) preferred, not required. (Skills test will be administered)

Skill in the use of personal computers, Microsoft Word software and Microsoft Outlook.

### **Licenses**

Texas Commission on Law Enforcement (TCOLE) Basic Peace Officer Certification.

Must possess a valid Texas driver license.

### **SUPPLEMENTAL INFORMATION:**

The Texas Alcoholic Beverage Commission reserves the right to adjust compensation based upon legislative mandates in regards to TABC's and/or an employee's contribution to the Employees Retirement System.

This position offers career advancement opportunities as proficiency is demonstrated in the duties

and responsibilities detailed above.

Job Classification Title	Years of TABC Service	Monthly Base Salary	Annual Base Salary
<b>Agent Salary Schedule *Fiscal Year 2017</b>			
Agent Trainee	Less than 1 year	\$3,673.50	\$44,082
Agent I	1 to 4 years	\$4,436.79	\$51,943
Agent II	4 to 7 years	\$5,409.95	\$64,919
Agent III	8 to 11 years	\$5,795.09	\$69,541
Agent IV	12 to 15 years	\$6,051.08	\$72,612
Agent V	16 to 19 years	\$6,330.65	\$75,967

More positions than the ones listed may be filled from this posting.

Applicants should clearly describe on their applications how they meet the minimum qualifications for the position.

Qualifications may be verified through testing.

Males between the ages of 21 and 25 years, inclusive, may be required to furnish proof of either selective service registration or exemption as a condition of state employment.

THE ALCOHOLIC BEVERAGE COMMISSION WILL CONDUCT A CREDIT HISTORY CHECK, CRIMINAL HISTORY AND DRIVER RECORD CHECK WITH THE TEXAS DEPARTMENT OF PUBLIC SAFETY IN ACCORDANCE WITH APPLICABLE STANDARDS ON ALL FINALISTS FOR THIS POSITION. IN ADDITION, ALL FINALISTS FOR THESE POSITIONS WILL BE SUBJECT TO A COMPREHENSIVE BACKGROUND INVESTIGATION.

TABC will not fund relocation expenses

## **To Apply:**

Go to the TABC application website:

[www.tabc.texas.gov/employment](http://www.tabc.texas.gov/employment)