

Specification for Class of

LIQUOR LICENSE SPECIALIST 1

Abolished Effective July 1, 2007

Definition: Under close supervision and training, assists in the investigation of applications for liquor licenses.

Distinguishing Characteristics: This is an in-training class designed to be the entry level for the Liquor License Specialist series. Incumbents will be required to successfully complete a 12-month training program in preparation for independently handling applications for liquor licenses.

Typical Work

Assists in managing an ongoing assigned caseload of investigations for liquor licenses applications; conducts interviews, formulates correspondence, analyzes documents and writes reports; learns to independently interpret and apply laws, rules and regulations applicable to agency programs; prepares reports for review prior to going to decision with recommendation of approval, commitment or denial of a liquor license;

Conducts in-depth interviews on routine to complex applications to determine eligibility for liquor licenses and documents needed to compile report to the Board; analyzes written and oral information, obtains and reviews necessary data and documentation such as financial statements, loan documents, bank statements, investment statements, leases, purchase and sale agreements, closing documents and numerous legal documents, etc.; upon completion of the investigation, prepares a report for review by a higher level specialist recommending approval, commitment or denial of the liquor license;

Prepares for higher level specialist's approval of routine to complex applications, change of ownership applications, corporate or limited liability company changes, interim licenses and 60-day temporary licenses;

Researches Washington State Liquor Laws/Regulations and procedural manuals to inform and assist clients throughout the licensing process; refers clients to optional services and other agencies as necessary;

Reviews, detects and investigates discrepancies and clarifies application information through telephone inquiries and correspondence; recognizes need for a more extensive investigation;

Identifies and corrects errors found in computer database and license files on current licensees; works within time frames and deadlines which are dictated by licensing program requirements;

Attends and completed required training courses which are dictated by licensing requirements;

Approves issuance of certain liquor license, corporate and limited changes, interim licenses, and 60-day temporary licenses.

Performs other duties as required.

Knowledge and Abilities

Knowledge of: departmental programs, policies and procedures; laws affecting department; research methods, data collection, office practices and procedures, business technology, and effective oral communication skills.

Ability to: apply and interpret laws, policies and procedures; use good judgment in evaluating and making decisions; communicate effectively and maintain courteous attitude toward public and employees. Work efficiently under deadlines and stressful situations, work effectively with customers and co-workers; effectively address customer needs or refer to other services and agencies as necessary; organize and prioritize for effective caseload management; read, comprehend, interpret, and analyze application information in accordance with established procedures; learn, interpret, and apply liquor license laws and regulations; communicate effectively orally and in writing.

Minimum Qualifications

Completion of two years of college or business school majoring in finance, business or public administration, economics, law, accounting or closely allied field.

OR

Two years of experience providing assistance to clients/customers regarding inquiries, processes, complaints or problems.

New class: January 15, 1999