

Specification for Class of

LIQUOR LICENSE SPECIALIST 2

Abolished Effective July 1, 2007

Definition: Conducts reviews of applications for liquor licenses or functions as a leadworker. Interviews applicants to determine documents needed and upon receipt, reviews all documents to establish the true party of interest. Upon completion of the application review process, approves the issuance of the liquor license.

Typical Work

Independently manages an ongoing assigned caseload of routine to complex investigations for liquor licenses; conducts interviews, formulates correspondence, analyzes documents and writes reports; documents and summarizes investigation findings in a report for approval, denial or commitment; interprets and applies laws, rules and regulations applicable to agency programs;

Conducts in-depth interviews on 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 approval, commitment or denial of the liquor license;

Independently, through the licensing process, approves routine and complex applications, changes in ownership applications, corporate or limited liability company changes, interim licenses and 60-day temporary licenses;

Investigates previously denied applications;

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;

Detects and investigates discrepancies and clarifies application information through telephone inquiries and correspondence;

recognizes need for a more extensive investigation and prepares memo for senior level investigator's approval to move investigation to journey or senior level investigator;

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;

Provides backup for other employees; attends and completes required training courses which are dictated by licensing requirements;

As a lead worker, provides training, guidance, review, and approvals for entry level employees. Provides backup for the supervisors. Attends and completes required training courses which are dictated by licensing requirements;

Researches Washington State Liquor Laws/Regulations and procedural manuals to inform and assist applicants through the licensing process. Refers applicants to optional services and other agencies as necessary;

Conducts in-depth interviews to determine eligibility for liquor licenses; 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.;

Consults with, assists and provides expertise to Liquor Control Board staff, license applicants, the public, attorneys and other individuals representing applicants/licensees on technical matters involving applicable statutes, rules and licensing procedures; initiates and responds to telephone, written or in-person inquiries from persons seeking information regarding licensing matters; composes correspondence to licensees and applicants;

Documents and summarizes investigation findings in a report for approval, denial or commitment;

Through the licensing process, approves applications for liquor licenses, corporate and limited liability changes, interim licenses and 60-day temporary licenses;

Detects and investigates discrepancies and clarifies applications information through telephone inquiries and correspondence;

Performs other duties as required.

Knowledge and Abilities

Knowledge of: departmental programs, policies and procedures; laws affecting department; research methods and data collection; office practices; correspondence preparation and guidelines; working knowledge of computerized licensing program; procedures involved in processing of liquor licenses; state laws and regulations governing the Liquor Control Board.

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; express ideas clearly; work cooperatively with staff, customers and members of the public; read, understand and interpret and apply liquor license laws and regulations; analyze multiple documents of various complexity to make independent determinations; solve complex and difficult license regulatory problems/situations; organize and prioritize for effective caseload management.

Minimum Qualifications

Successful completion of the Liquor License Specialist 1 In-Training Program.

OR

Two years of experience analyzing and interpreting program financial documents, laws and regulations for license qualification and issuance, and interviewing and research/review duties involving public contact.

New class: January 15, 1999