

STATE OF NEW HAMPSHIRE HUMAN RESOURCES

CLASSIFICATION: LIQUOR INVESTIGATOR I

Class Code: 5810-18

Date Established: 07-01-50

Occupational Code: 3-1-5

Date of Last Revision: 06-15-10

BASIC PURPOSE: To enforce all criminal and administrative laws relative to the sale of alcoholic beverages and conduct general law enforcement activities as representative of the Bureau of Enforcement.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Utilizes proficiency in administrative law and procedure in support of the Division's licensing functions, such as inspection and issuance of new and renewed liquor licenses, enforcement of violations, investigations, audits, and compliance checks.
- Conducts criminal investigations based on self-initiated case development and public complaints by interviewing and obtaining statements of victims, witnesses, suspects, and informants, and performs surveillance to gather evidence of violations, misdemeanors and felony crimes for criminal prosecution.
- Determines reasonable suspicion to detain and probable cause to search and arrest, and uses appropriate force to arrest and detain suspects.
- Intervenes in and mediates disputes, advising parties of rights and process in both criminal and administrative venues, and assists with special events to ensure the safety of the public and parties involved.
- Prepares detailed reports of investigations, inspections, and audits to detect unlawful circumstances, using specialized law enforcement computer systems and databases.
- Prepares affidavits, complaints, and search warrant applications, reads and comprehends legal documents, and prosecutes cases in courts and other formal settings.
- Operates law enforcement vehicles in a variety of environmental conditions and emergency situations.
- Conducts educational and preventative programs for a variety of groups, and interfaces with the media, public officials, business owners, and the community as a law enforcement officer representing the Bureau.

DISTINGUISHING FACTORS:

Skill: Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

Knowledge: Requires knowledge of business practices and procedures or technical training in a craft or trade, including working from detailed instructions, to apply knowledge in a variety of practical situations.

Impact: Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require a significant investment of time and resources to detect.

Supervision: Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

Working Conditions: Requires performing regular job assignments in an adverse working environment involving a variety of unpredictable elements or hazards, including exposure to injuries or hazardous materials which result in partial disability.

Physical Demands: Requires medium work, including continuous strenuous activities such as frequent reaching, bending, or lifting as well as performing work activities which require fine manual dexterity or coordination in operating machines or equipment.

Communication: Requires summarizing data, preparing reports, and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

Complexity: Requires a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

Independent Action: Requires making a limited number of choices in selecting among alternative courses of action under supervisory guidance and in performing job functions according to a variety of prescribed policies or procedures.

MINIMUM QUALIFICATIONS:

Education: Associate's degree or 60 credit hours from a recognized college, university or technical institute with a major field of study preferably in criminal justice or the equivalent.

Experience: No experience required.

OR

Education: Completion of high school, G.E.D. or its equivalent.

Experience: Three years of full-time employment as a certified police officer in a recognized jurisdiction or as a corrections officer, or three years of experience in the military on full time active duty with an honorable discharge, or a combination of the three occupations totaling three years.

License/Certification: See Special Requirements (below).

SPECIAL REQUIREMENTS:

1. Must be at least 21 years of age upon application for position.
2. Must be willing to accept employment anywhere in the state.

3. Must have and retain a New Hampshire driver's license for the duration of employment.
4. Must pass polygraph examination, psychological examination and fitness standards prior to employment. Meeting a continuing fitness standard will be required of all applicants based upon New Hampshire law.
5. Before the probationary period expires, appointees shall successfully complete a training program certifying the appointee as a police officer which satisfies all applicable provisions of RSA 188-F: 27, and rules of the N.H. Police Standards and Training Council. Liquor Investigators must maintain all requirements for certification as a police officer in New Hampshire.
6. The probationary period for Liquor Investigator is one year.

RECOMMENDED WORK TRAITS: Considerable knowledge of the State Alcoholic Beverage Laws, criminal law and procedure as well as state and federal constitutional protections. Considerable knowledge of the methods and techniques of criminal investigation and law enforcement operations. Ability to ascertain facts and secure evidence by personal contact and observation. Ability to cope with difficult enforcement problems firmly and tactfully. Ability to take decisive action based on common sense and good judgment. Ability to express ideas clearly and concisely in oral and written form and to speak effectively before groups of people. Ability to establish and maintain effective relationships with other law enforcement officials, business proprietors and the general public. Ability to exercise tact, diplomacy and impartiality in relation with others. Ability to give adequate consideration to detailed matter. Ability to write reports of facts gathered during an investigation. Ability to testify before courts, administrative bodies and grand juries. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.

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