

SUPPLEMENTAL JOB DESCRIPTION

Classification: Secretary II
Position Title: Tobacco Compliance Secretary
Position Number: 9Temp

Function Code: 8091-077
Date Established: 8-5-11
Date of Last Amendment:

SCOPE OF WORK: To oversee the specialized administrative duties and responsibilities necessary to support the Division of Liquor Enforcement in ensuring compliance with all state and federal programs in Tobacco Laws.

ACCOUNTABILITIES:

- Assists the Tobacco Compliance Officer with the coordination of administrative schedules for conducting tobacco compliance checks, and maintains files, information, and records related to compliance activities.
- Prepares and analyzes statistical reports of violations and other legal documents by utilizing personal computers and by creating and using required formats to maintain accurate Tobacco Compliance reporting standards.
- Processes reports for the Tobacco Compliance Officer and provides secretarial support for the Tobacco Compliance Section of the Division of Liquor Enforcement.
- Researches, gathers, and maintains technical information used in the enforcement of State and Federal Tobacco Laws.
- Confers with the Tobacco Compliance Officer and with the Division of Liquor Enforcement regarding issues that directly affect the Tobacco Compliance Section.

MINIMUM QUALIFICATIONS: See Class Specification.

PREFERRED REQUIREMENTS: Must be proficient in the use of Microsoft Office. Experience with IMC police reporting software preferred.

DISCLAIMER STATEMENT:

The supplemental job description lists typical examples of work and is not intended to include every job and responsibility to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURE:

The above is an accurate description of my position.

Employee's Name & Signature

Date Reviewed

Supervisor's Name & Title: Lieutenant Valerie Smith, Position # 14275

Supervisor's Signature
Jennifer J. Elberfeld
MR

Date Reviewed
8/5/11

Division of Personnel

Date Reviewed