



# Texas Alcoholic Beverage Commission Probationary Agent

<b>SALARY</b>	\$4,370.08 Monthly	<b>LOCATION</b>	Statewide, TX
<b>JOB TYPE</b>	Classified Regular Full Time	<b>JOB NUMBER</b>	2024 Statewide - 2
<b>DIVISION</b>	Enforcement Division	<b>OPENING DATE</b>	01/29/2024
<b>CLOSING DATE</b>	3/31/2024 5:00 PM Central	<b>FLSA</b>	Non-Exempt

## General Description

Applications are now being accepted. Multiple positions may be filled from this posting. Current vacancies are in Region 1, Region 2, Region 3, Region 4, but is subject to change.

Selected qualified candidates must pass the physical readiness test and complete the written exam. The next step will include an interview and pre-employment background check, which includes but is not limited to credit history, criminal history, driving record check, and comprehensive background investigation. Refer to the Supplemental Information section for more information.

### GENERAL DESCRIPTION:

Performs entry-level alcoholic beverage code enforcement, investigative, criminal and administrative law enforcement work. Work involves inspecting, investigating, and regulating the alcoholic beverage industry and enforcing the Texas Alcoholic Beverage Code. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

## Essential Job Functions

### ESSENTIAL JOB FUNCTIONS (EJFs):

**(30%)** Enforces the Alcoholic Beverage Code, the Texas Penal Code, and other applicable statutes; and may be required to interpret and provide information on Texas laws, rules, and regulations relating to the alcohol industry, as well as those concerning the welfare and safety of the general public.

- Ensures public safety at licensed and permitted locations and may participate in undercover operations to investigate organized crime.
- Gathers evidence to determine if violations occurred and whether criminal or administrative charges are warranted.

**(25%)** Conducts independent investigations of allegations of criminal and administrative violations committed on or about TABC-licensed premises by licensees, their agents or employees, and members of the general public.

- Conducts searches, seizes illicit alcoholic beverages and contraband, and executes arrests.
- Assists other law enforcement agencies in the investigation, preparation, and prosecution of alcohol-related cases.
- Inspects licensed premises and investigates complaints concerning violations of the state’s alcoholic beverage laws.

**(15%)** Prepares reports of investigations; files administrative and criminal cases for prosecution with appropriate authorities; and maintains records of investigative cases in the secure systems designated for maintenance of such information.

**(15%)** Assists in the prosecution of cases filed by collecting, documenting, and evaluating evidence to formulate defensible investigative conclusions, and testifies in court and other official proceedings.

**(15%)** May handle or assist in the initial processing of applications for licenses and permits.

- May present training or teach awareness programs.
- Performs related work as assigned.

## MQs, KSA, License/Certifications

### MINIMUM QUALIFICATIONS:

- Must be at least 21 years of age
- Graduation from high school or its equivalent (GED)
- Basic TCOLE Certification

In addition to these requirements, applicants must meet one of the following three options:

#### Option 1

Applicants must have a minimum of 60 college earned hours from an accredited college or university or an associate degree with major coursework in criminal justice, criminology, police science, or a related field. Copies of transcripts must be submitted with the application.

#### Option 2

Applicants must have received an honorable discharge from the United States Armed Forces with a minimum of twenty-four (24) months of active duty. The DD214 form Certificate of Release or Discharge from Active Duty must be submitted with the application.

#### Option 3

Applicants must have at least two (2) years of full-time law enforcement experience.

**Note:** This excludes probation, corrections and/or security experience as a Texas Certified Peace Officer.

### PREFERRED QUALIFICATIONS:

Bachelor's degree from an accredited four-year college or university with major coursework in criminal justice, criminology, police science, or a related field is preferred. Education may substitute for the required law enforcement experience on a year per year basis.

### **COMMISSIONED PEACE OFFICER (CPO) REINSTATEMENTS**

In accordance with TABC's Commissioned Peace Officer (CPO) Reinstatement HRD 1.4.2 Procedure, an eligible applicant who has honorably retired or resigned in good standing from the TABC Enforcement Division may be reinstated through an abbreviated hiring process and field training officer program. Following are the applicant eligibility requirements for reinstatement (contact [tabchr@tabc.texas.gov](mailto:tabchr@tabc.texas.gov) with questions).

1. Previously employed as a CPO in the Enforcement Division.
2. Maintains a valid Texas Peace Officer license with all training requirements current.
3. The most recent separation date from TABC does not exceed one year from the date the application for employment is received. If the length of separation exceeds one year, the applicant must go through the standard hiring process.
4. Must have voluntarily separated from TABC. The separation code in the payroll system cannot be dismissal for cause or resignation in lieu of involuntary separation.
5. Honorably retired from TABC, if applicable.

6. The three most recent performance evaluation forms must have performance ratings of meeting or exceeding all standards.
7. Written recommendations from the applicant's previous chain of command to include immediate and second-level supervisors.
8. Must be able to pass the TABC Physical Readiness Test.
9. May be subject to completing medical and psychological testing, at the expense of the applicant, prior to the effective date of reinstatement.
10. Must successfully pass an in-depth background investigation in accordance with law.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Basic knowledge of the Texas Alcoholic Beverage Code, of regulatory procedures related to the alcoholic beverage industry, the Texas Penal Code, and other applicable statutes; and of investigative and law enforcement methods and practices.

Skill in conducting oral presentations to groups of various sizes; in interviewing and investigative techniques; in report writing; in testifying; and in using a computer and applicable software.

Ability to interpret rules, regulations, policies, and procedures; to demonstrate proficiency in the use of firearms; and to communicate effectively.

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 evidence.

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

**REGISTRATION, CERTIFICATION OR LICENSURE:**

Must be certified as a Texas Certified Peace Officer by the Texas Commission on Law Enforcement (TCOLE).

Must possess a valid Texas driver license.

**Physical Requirements/Supplemental Information**

Qualified candidates must pass the physical readiness test and complete the written exam at a regional TABC facility.

Successful candidates will advance to an interview at TABC headquarters in Austin and be subject to a pre-employment background check, which includes but is not limited to credit history, criminal history, driving record check, and comprehensive background investigation. Refer to the Supplemental Information section for more information.

**Physical Requirements and Working Conditions**

- All TABC certified peace officers are required to comply with the physical standards annually as a condition of their employment (Texas Government Code, Chapter 614, Subchapter H, section 614.152).
- Ability to meet the physical demands of a job that includes bending, moving, carrying heavy objects (minimum of 80 pounds), executing forcible arrests, and operating a motor vehicle over sustained periods of time.
- Good physical condition, capable of strenuous physical exertion and have no physical disabilities which would interfere with police duties; visual acuity not exceeding 20/200 uncorrected or 20/30 corrected; and no color blindness.
- May work in adverse weather conditions.
- Must be willing to work a variety of shifts, including nights, weekends and holidays as assigned.

**Supplemental Information**

- **Physical Readiness Test** - Selected qualified candidates for this position must complete and pass the physical readiness test during the application process to be considered for employment. The physical readiness test consists of a Concept II Rower Test (2,000 meters at a resistance setting of 5 within 11 minutes and 50 seconds).

- **Written Exam** – An entry level test for law enforcement will be required. A study guide is available for purchase at the link below. Scroll down to Applicant Price: \$15 each and add to cart.

Link: <https://bannonandassociates.com/testing.php#police>

- **Personal History Statement (Required at time of interview)** - Qualified candidates who are selected for interview with TABC will be required to submit their complete [Personal History Statement \(Download PDF reader\)](#) to [tabchr@tabc.texas.gov](mailto:tabchr@tabc.texas.gov). All documents listed below must be submitted with your Personal History Statement. Incomplete documents or personal history statement may delay the background investigation.

### **Completed Personal History Statement**

1. Copy of your Social Security card.
2. Original certified copy of your birth certificate. (No photocopy)
3. Copy of your valid Texas driver license or a copy of another State's driver license.
4. Copy of your High School diploma or GED certificate or an honorable discharge from the armed forces of the United States after at least twenty-four months of active service.
5. Sealed original certified copy of your college transcript. (No photocopy)
6. Photocopy of your college diploma, if applicable.
7. Copy of your Peace Officer Certificate from your police academy.
8. Copy of your Texas peace officer license and all training certificates awarded to you.
9. Copy of your DD-214 if applicable. Must possess an honorable discharge.
10. Original certified copy of your Naturalization papers, if applicable. (No photocopy)
11. Copy of current proof of automobile liability insurance.
12. Copy of a TCOLE approved Firearms Qualifications within the last 12 months.

### **Conditions of Employment**

1. Completion of L2 - Licensee Medical Condition Declaration
  2. Completion of L3 - Licensee Psychological and Emotional Health Declaration
  3. Criminal History - Fingerprint Applicant Services of Texas
- Employment is contingent upon completing an electronic fingerprint and passing the criminal history check. Selected finalists are responsible for the incurred costs.

### **TABC Probationary Period and Field Training Officer Program**

- New Probationary Agents must successfully complete the TABC Probationary Agent Academy and Field Training Officer (FTO) Program.
- After successful completion of the FTO Program and the one-year probationary period, the Probationary Agent position (Pay Group C2) will be eligible for promotion to Agent (Pay Group C3, Step 1). The pay scale for the Agent position is grouped into six (6) step adjustments with salary increases scheduled every four (4) years of service with TABC. For more information on Salary Schedule C and the associated pay groups and step adjustment salary rates, visit <https://hr.sao.texas.gov/CompensationSystem/Schedule?scheduleType=2024C>.
- For CPOs with a new hire date of February 1, 2024 or later, their total state service time with the state of Texas as a commissioned CPO in a hazardous duty eligible position will be considered for initial placement on the years of service steps in the respective pay group of Salary Schedule C.

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#### **Agency**

Texas Alcoholic Beverage Commission

#### **Address**

5806 Mesa Drive #165

Austin, Texas, 78731

#### **Phone**

#### **Website**

## Probationary Agent Supplemental Questionnaire

### \*QUESTION 1

Are you at least 21 years of age?

- Yes  
 No

### \*QUESTION 2

Do you possess a valid Class C Texas driver's license?

- Yes  
 No

### \*QUESTION 3

Indicate the highest level of education you have completed. (A copy of your transcript(s) must be submitted with your application.)

- Did not complete High School or GED  
 High School Diploma or GED  
 Associate's Degree or 60 college earned credit hours  
 Bachelor's degree  
 Master's degree or Higher

### \*QUESTION 4

Was your major coursework in criminal justice, criminology, police science, or a related field?

- Yes  
 No  
 N/A

### QUESTION 5

How many years of full-time law enforcement experience do you have? Note: This excludes probation, corrections and/or security experience as a Texas Certified Peace Officer.

- None  
 Less than two years  
 Two or more years

### \*QUESTION 6

Do you have an an honorable discharge from the United States Armed Forces with a minimum of twenty-four (24) months of active duty? (If yes, The DD214 form Certificate of Release or Discharge from Active Duty must be submitted with the application.)

- Yes  
 No

N/A

**\*QUESTION 7**

Select your current certification level with the Texas Commission on Law Enforcement (TCOLE).

- None
- Basic Active TCOLE
- Intermediate Active TCOLE
- Advanced Active TCOLE
- Master Active TCOLE

**QUESTION 8**

Rank your desired work location with one being your most preferred location. Region 1: Abilene, Amarillo, Lubbock, Odessa Region 2: Arlington, Denton, McKinney, Tyler, Wichita Falls Region 3: Houston, Huntsville, Lufkin Region 4: Austin, Belton, Bryan, Llano, New Braunfels, San Marcos, Waco

\* Required Question