

## Worcester County Job Opportunities

**DEPARTMENT:** DEVELOPMENT, REVIEW & PERMITTING

**JOB TITLE:** P/T LIQUOR LICENSE INSPECTOR

**COMPENSATION:** GRADE 20/STEP 1 \$26.46 HOURLY/ \$27,254 ANNUALLY  
GRADE 20/STEP 5 \$29.18 HOURLY/ \$30,055 ANNUALLY

**WORK LOCATION:** WORCESTER COUNTY GOVERNMENT CENTER, ONE W. MARKET ST. SNOW HILL, MD

**WORK SCHEDULE:** PART-TIME: AN AVERAGE OF 2.5 DAYS A WEEK- WORK HOURS TYPICALLY RANGE BETWEEN 8:00 AM AND 4:30 PM, WITH THE POTENTIAL FOR EVENING AND WEEKEND HOURS AS NEEDED. MAXIMUM OF 1,030 HOURS PER YEAR.

**APPLICATION PERIOD:** UNTIL FILLED

**JOB SUMMARY:** This individual will review and investigate all applications for new licenses, transfer of licenses, requests for changes to an existing license, requests to change or alter an existing license premises, investigate and report to the Board of License Commissioners (Board) about liquor license violations. They will meet with the applicants or licensees and prepare written reports of the investigations. This position reports to the Liquor License Administrator and the Board. The leadership of the Director of Development, Review and Permitting shall also have supervision of the position.

### **GENERAL REQUIREMENTS:**

- Pre-employment background check, fingerprinting and Criminal Background Check - State and Federal
- Safety sensitive position subject to Drug and Alcohol Testing
- Possession of a valid driver's license, and a motor vehicle history with less than 4 points
- Available to work weekends and evenings when needed
- Prior law enforcement experience is required

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

- Meet with applicants and review the plans and proposed premises for potential problems and make suggestions that would help to avoid potential violations of the Alcoholic Beverage Article and the Board's Rules and Regulations
- Meet with licensees to discuss requests for special temporary changes in the restrictions of their license and/or their licensed premises
- Advise the Liquor License Administrator on any policies, laws or rules that may be needed to address specific problems
- Answer questions from licensees regarding what may constitute inappropriate or illegal entertainment, construction or changes of ownership that they may be contemplating
- Visit, inspect and investigate licensed premises that are suspected of violations or improper practices that may precipitate a violation
- Investigate complaints about licensed premises received from the public or police agencies and prepare reports of the investigation
- Work with and advise the various law enforcement agencies in the county and investigators with the State Comptroller's Office on issues involving alcoholic beverages or licensed premises;

including problem spots, alleged violations of any of the alcoholic beverage laws, compliance checks, and any other issues that they may have

- Inspect special events, check properties for license restriction violations and investigate certain types of complaints which may occur on weekends and/or evenings
- Inform the Liquor License Administrator in a timely manner of all investigation/allegations of serious misconduct in addition to providing updates
- Maintain awareness of licensed properties via various sources, including but not limited to social media
- Assists office staff with the intake and processing of annual renewal licenses
- Completes assigned tasks accurately and by established deadlines
- Cross train and back up other staff as needed
- Establishes and maintains harmonious working relationships with co-workers, elected or appointed officials, and the general public using tact, discretion, sound judgment, and professionalism
- Complies with safety programs, procedures training, fire drills, COOP plans, etc. and works safely
- Ensures confidentiality of information and records and complies with record retention schedule
- Adheres to the Worcester County Government Personnel Rules & Regulations
- Performs other related duties as directed by the Liquor License Administrator in a timely and thorough fashion
- Availability to answer questions or perform tasks at the request of the Liquor License Administrator with little or no notice

#### **QUALIFICATIONS AND SKILLS:**

- Valid driver's license and driving record of less than 4 points (MD)
- Familiarity with State laws and regulations, and the Board's Rules and Regulations governing the sale and possession of alcoholic beverages
- Average or above average Office 365 skills pertaining to Word and Excel
- High school diploma or GED. Additional education desired, not required
- Ability to express oneself accurately, clearly, and effectively, both in writing and verbally
- Ability to follow verbal/ written instructions; prepare thorough reports; keep records/logs; complete written forms; and to communicate effectively with the public and coworkers
- Ability to apply acquired knowledge to increasingly varied and complex tasks
- Professional, personable demeanor and appearance
- Ability to work effectively with little supervision and minimal direction
- Self-starter that takes initiative and has a sense of urgency

#### **SAFETY ANALYSIS:**

*(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (<75% of the time)*

The work is performed both indoors and outdoors. Light Work: Constant viewing, hearing, talking, sitting, standing; Frequent walking and pushing, pulling, lifting and moving of objects up to 10lbs; Rarely up to 25lbs. Known hazards include risks associated with heat, humidity, noise, poor ventilation, slippery and uneven surfaces.

## **Worcester County Government Benefits Information**

Worcester County Government offers its employees a comprehensive benefits package, including medical, dental, and vision insurance, paid time off, holidays, retirement plans, and much more! To learn more details about our full range of benefits, please view our Benefits Guide at <https://www.jobs.worcestermd.gov>.

### **Paid Time Off**

Full time employees can accrue up to 248 hours of paid time off in the first year of employment starting on the first full pay period. This includes up to 80 hours of vacation, up to 120 hours of sick, and up to 48 hours of personal leave. The accrual for vacation increases after 6 years and 15 years. Unused vacation and sick leave can be rolled over annually as outlined in the policy details. Full time employees are granted 14 paid holidays in calendar year 2024.

### **Medical Benefits**

Full time employees are eligible for medical, dental, vision, flexible spending account(s), and AFLAC voluntary plans on the first day of the month after date of hire. Please visit our on-line Benefits Guide at the link above for additional details about the plans, co-pays, and premiums.

Full time employees are eligible for county paid life insurance and long-term disability insurance on the first day of the month following six months of employment.

### **Retirement**

All employees budgeted for 500 hours, or more will automatically participate in Maryland State Retirement effective on the date of hire, if not already retired from a Maryland State Retirement system. All employees are eligible to participate in a deferred compensation plan that offers pre-tax and ROTH contribution options. The county provides a \$1 for \$1 match of employee's contributions up to a maximum of \$1,000 per fiscal year as outlined in the plan documents.

### **Part Time Employees**

Part time employees are eligible to participate in the deferred compensation plan on the first day of the month after date of hire. Part time employees are eligible to earn 1 hour for every 30 hours worked of sick leave (up to 64 hours). Sick leave can be taken after a 106-day waiting period.

### **Extras for All Employees**

All employees are eligible to use the Fitness Room at the Worcester County Recreation Center at no cost. All employees have access to an Employee Assistance Program that provides telephone consultations and up to 3 face-to-face visits per year. All employees are eligible for SECU credit union membership.

**For more information**, please view our Benefits Guide at <https://www.jobs.worcestermd.gov> or call Human Resources at 410-632-0090.