



AGENCY PROMOTIONAL EXAMINATION
DEPARTMENT OF CONSUMER PROTECTION
LIQUOR CONTROL AGENT

ANNUAL \$48,996
SALARY: \$64,469

SALARY
GROUP: PS 11

APPLICATION CLOSING
DATE: APRIL 25, 2012

EXAM
NO: 120740APDM

PURPOSE OF CLASS: In the Department of Consumer Protection, Liquor Control Division, this class is accountable for independently performing a full range of tasks in making field inspections and conducting investigations in connection with the administration and enforcement of the Liquor Control Act and regulations of the Department of Consumer Protection or Liquor Control Commission.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF CONSUMER PROTECTION** WHO BY **APRIL 25, 2012** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE*, SIX MONTHS SERVICE AT THE **DEPARTMENT OF CONSUMER PROTECTION** AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Five years of experience in investigatory work, technical or administrative work in the liquor industry or other related industry dealing with the general public. [Note: Related industry is interpreted to mean any business such as a restaurant, grocery store, pharmacy, etc. which would necessitate some familiarity with liquor statutes and regulations as well as health, sanitary, zoning and fire code regulations.]

SUBSTITUTION ALLOWED: College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree.

SPECIAL REQUIREMENTS: (1) Incumbents in this class are subject to Section 30-4 of the Connecticut General Statutes which states in part: "...no employee of the Department of Consumer Protection who carries out the duties and responsibilities of sections 30-2 to 30-68mm, inclusive, and the regulations enacted thereunder may, directly or indirectly, individually or as a member of a partnership or as a shareholder of a corporation, have any interest whatsoever in dealing in or in the manufacture of alcoholic liquor, nor receive any commission or profit whatsoever from nor have any interest whatsoever in the purchases or sales made by the persons authorized by this chapter to purchase or sell alcoholic liquor...". (2) Incumbents in this class are subject to work unscheduled hours. (3) Incumbents in this class are required to travel. (4) Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

WORKING CONDITIONS: Incumbents in this class may be exposed to threatening situations in the conduct of investigations.

PHYSICAL REQUIREMENTS: (1) Incumbents in this class must be in good health and must have and retain sufficient physical strength, stamina, agility, visual and auditory acuity to effectively perform the duties of the class. (2) Applicants may be required to pass a physical examination.

CHARACTER REQUIREMENT: In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate will be made before persons are certified for appointment.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of investigative methods and techniques; knowledge of and ability to interpret and apply relevant agency policies and procedures; knowledge of relevant state and federal laws, statutes and regulations; basic knowledge of health, sanitary, zoning and fire code regulations; considerable interpersonal skills; considerable oral and written communication skills; ability to read and interpret blueprints and building plans; ability to utilize computer software.

THE EXAMINATION WILL BE COMPOSED OF:

PART	WEIGHT
EXPERIENCE AND TRAINING	100%

APPLICATION PROCEDURE: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment, hours worked per week and actual job duties as well as college degrees earned and current licenses and certifications. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS. Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your completed application form is date stamped by DAS/Human Resources or postmarked by April 25, 2012. A separate application form must be submitted for each exam you are applying for. Mail applications to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT. 06106-1658 (Secure Fax #860-622-2910).** If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application package and fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. **Examination scores will be mailed by June 8, 2012.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Department of Consumer Protection.

**Employees in the unclassified service may be eligible to participate in promotional exams if they have previous permanent status in the classified service and have current status as a state employee.*

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.