

POSITION DESCRIPTION

DOA-15302 (C07/2015)
PREVIOUSLY OSER-DMRS-10
State of Wisconsin
Department of Administration/Division of Personnel Management

1. Position No. 038058	2. Cert / Reclass Request No. 24-9993 Effective:	3. Agency No. 566
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4. NAME OF EMPLOYEE	5. DEPARTMENT, UNIT, WORK ADDRESS Wisconsin Department of Revenue Division of Alcohol Beverages (DAB) Bureau of Enforcement 2135 Rimrock Road Madison, WI 53714
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6. CLASSIFICATION TITLE OF POSITION Excise Tax Agent	
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7. CLASS TITLE OPTION (to be filled out by Human Resources Office)	8. NAME AND CLASS OF FORMER INCUMBENT Jason Lee, Excise Tax Agent-Senior
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9. AGENCY WORKING TITLE OF POSITION Revenue Special Agent	10. NAME AND CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES
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11. NAME AND CLASS OF FIRST-LINE SUPERVISOR Tyler Quam Excise Tax Agent Supervisor (Special Agent In-Charge)	12. FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE PERFORMED THE WORK DESCRIBED BELOW?
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13. DOES THIS POSITION SUPERVISE SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS? Yes [] No [X]
IF YES, COMPLETE AND ATTACH A SUPERVISORY POSITION ANALYSIS FORM

14. POSITION SUMMARY – PLEASE DESCRIBE BELOW THE MAJOR GOALS OF THIS POSITION:

SEE ATTACHED

15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION

- GOALS: Describe the major achievements, outputs, or results. List them in descending order of importance.
- WORKER ACTIVITIES: Under each goal, list the worker activities performed to meet that goal.
- TIME %: Include for goals and major worker activities.

TIME %	GOALS AND WORKER ACTIVITIES	
	SEE ATTACHED	(Continue on attached sheets)

16. SUPERVISORY SECTION - TO BE COMPLETED BY THE FIRST LINE SUPERVISOR OF THIS POSITION

- a. The supervision, direction, and review given to the work of this position is [X] close [] limited [] general.
- b. The statements and time estimates above and on attachments accurately describe the work assigned to the position.

Signature of first-line supervisor _____ Date _____
*Position Description approved 7/23/24 by supervisor

17. EMPLOYEE SECTION - TO BE COMPLETED BY THE INCUMBENT OF THIS POSITION

I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position.

Signature of employee _____ Date _____

18. Signature of Human Resources Manager _____ Date _____

*Classification approved 7/23/24 by Rene Marquardt, Assistant Human Resources (HR) Director, and Linda Weber HR Spec SR

POSITION SUMMARY (Line 14)

This is an objective level law enforcement position responsible for conducting easy to average difficulty investigations and enforcement of potential violations of ch. 125, Wis. Stats., related to alcohol beverage laws and conducting investigations and enforcement of video gambling laws under ch. 945, Wis. Stats. This position protects public safety, provides technical assistance to government officials, members of alcohol beverage and video gaming industries, and the public, provides program assistance to the division, and serves as a liaison to local, state, and federal enforcement agencies and prosecutor's offices.

The position requires extensive travel and varying work hours to accomplish the primary function of completing field investigations which are often multi-jurisdictional and may be statewide in scope, influence, or importance.

Employees at this level function in a developmental training capacity and operate under close, progressing to general supervision.

Duties require certification as a law enforcement officer in the state of Wisconsin.

TIME % GOALS AND WORKER ACTIVITIES (Line 15)

- 40% A. Conduct easy to average difficulty investigations of suspected violations of Wisconsin alcohol beverage and video gambling laws.
- A1. Receive, evaluate, and appropriately follow up on complaints, which allege violations of law.
 - A2. Review state law, administrative rules, court proceedings, and Attorney General opinions to determine what, if any, violations exist.
 - A3. Interview complainants, witnesses, suspects, and others to obtain information and evidence to determine whether a crime has been committed, and, if so, by whom.
 - A4. Assist in the interrogation of suspects or defendants to obtain information and evidence on whether the suspect or defendant committed a crime.
 - A5. Examine business, public, and personal records and papers for information and for evidence of crime.
 - A6. Confiscate physical evidence and safeguard its custody to ensure its admissibility in court.
 - A7. Perform stationary and moving surveillance of locations and persons suspected of criminal involvement.
 - A8. Prepare complete, detailed, and accurate investigative and administrative reports.
 - A9. Conduct legal searches of persons and places to obtain evidence of crime.
 - A10. Assist in the service of search warrants to obtain evidence of crimes, within the scope of the warrant, current criminal case law, and bureau policy.
 - A11. Assist in the service of arrest warrants, in adherence to state law, current criminal case law, and bureau policy.
 - A12. Conduct covert investigations to make firsthand observations and to obtain evidence of criminal activity.
 - A13. Identify and develop persons who provide information about criminal activity.
 - A14. Assist in the service of administrative and criminal subpoenas for evidentiary documents/information, in accordance with state law and division policy.
 - A15. Present case reports and evidence to prosecuting attorneys.
 - A16. Testify in criminal and civil proceedings.
 - A17. Make arrests of violators pursuant to sec. 73.031 and chs. 125 and 945, Wis. Stats. and process those individuals through the judicial systems.
 - A18. Refer evidence of tax fraud or other violations to appropriate Department of Revenue personnel.
 - A19. Work with experienced employees, obtaining on-the-job training in techniques, laws, rules, policies, and procedures relating to alcohol and video gambling enforcement.
 - A20. Attend law enforcement, professional and other training programs, seminars, and meetings, as assigned.
 - A21. Obtain necessary training to understand the laws, techniques, policies, and procedures governing alcohol beverage, and video gambling enforcement.

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- 30% B. Examine and inspect alcohol beverage businesses to ensure compliance with Wisconsin laws and administrative rules.
 - B1. Conduct on-site examinations of licensed/permitted premises throughout assigned geographic territory.
 - B2. Assist other agents in conducting examinations of alcohol beverage licensed/permitted premises.
 - B3. Assist other agents in conducting team examinations of licensed/permitted premise, when requested, and as appropriate.
 - B4. Assist other agents in conducting examination of licensed/permitted premises to determine if illegal video gambling machines are present.
 - B5. Examine alcohol beverages at manufacturer, wholesaler, and retailer premises to determine whether all relevant laws are complied with.
 - B6. Examine invoices for such products to determine if all such merchandise has been purchased from legal sources.
 - B7. Examine businesses to determine if the necessary licenses/permits have been obtained.
 - B8. Prepare complete, detailed, and accurate reports of examinations of licensed premises.
 - B9. Observe and report any criminal or tax violations of interest to the Department of Revenue, local, federal, or other state agencies, as appropriate.
 - B10. Refer evidence of tax fraud and other violations to appropriate Department of Revenue personnel.

- 20% C. Provide technical assistance and serve as liaison to government officials, law enforcement, members of the alcohol beverage and video gambling industries, and members of the public, so that they may understand, enforce, and comply with alcohol beverage, and video gambling laws.
 - C1. Meet or correspond with persons who request information concerning alcohol beverage, and video gambling laws.
 - C2. Prepare instruction and practical field training on alcohol beverage and video gambling laws.
 - C3. Maintain up-to-date knowledge of state law, administrative rules, court decisions, and Attorney General opinions.
 - C4. Research legal and enforcement issues to obtain up-to-date information for training sessions.
 - C5. Attend law enforcement, professional, and other training programs, seminars, and meetings, as assigned.

- 5% D. Provide program assistance to the Bureau.
 - D1. Use and maintain state equipment necessary to perform duties.
 - D2. Carry a department issued firearm and maintain proficiency in its use, per policy.
 - D3. Research policy, legal, training, and budget issues.
 - D4. Prepare detailed and complex reports to Bureau of Enforcement Director and Special Agent In-Charge Supervisor on research topics.
 - D5. Recommend changes to bureau policies and procedures as needed.
 - D6. Perform any other related duties, as assigned.

- 5% E. Provide liaison with local, state, and federal enforcement agencies, and prosecutor's offices.
 - E1. Establish and maintain cooperative working relationships with local, state, and federal enforcement agencies.
 - E2. Establish and maintain cooperative working relationships with city attorneys, district attorneys, and state and federal prosecutors.

KNOWLEDGES, SKILLS AND ABILITIES

1. Knowledge of Wisconsin and federal laws, administrative code, publications, and department/unit policies and procedures related to alcohol beverage, and video gambling.
2. Knowledge of basic law enforcement and criminal investigation processes and procedures, including investigative methods used, techniques, responsibilities evidentiary procedures, and evidence needed to complete investigations.
3. Knowledge of research techniques and resources.
4. Knowledge of the department's integrated tax system (WINPAS).
5. Effective committee/team participation skills and techniques.
6. Knowledge of training and self-training techniques.
7. Effective written and verbal communication skills, including public speaking and providing testimony.
8. Organizational and prioritization skills.
9. Ability to read and interpret complex statutes, legal opinions, case law, and administrative code provisions.

SPECIAL REQUIREMENTS

1. Must be certified as a law enforcement officer by the Wisconsin Law Enforcement Standards Board (LESB); and maintain certification in good standing throughout employment in this position.
2. Possession of a valid driver's license and eligibility to use state vehicles.
3. Ability to possess and carry firearms and other state issued equipment and maintain proficiency in their use per DOR policy and law enforcement standards.
4. Must be at least 21 years of age (e.g., alcohol beverages, T21-Tobacco 21 Federal Law).

PHYSICAL DEMANDS AND WORK ENVIRONMENT

1. Frequent travel with some overnight stays.
2. Ability to participate in criminal investigations in a field setting which may involve making an arrest, subduing a suspect, gaining forcible entry to and searching dwellings, conducting prolonged surveillance, and defending oneself against physical attack.
3. Ability to participate in investigative activities in hostile and stressful environments such as locations with high violent crime rates; remote and/or isolated locations in company of armed, violent, and unpredictable suspects; in automobiles at high rates of speed and requiring unsafe driving maneuvers; in unclean and germ-ridden conditions with individuals openly hostile to law enforcement representatives.
4. Possibility of exposure to unknown substances and chemicals used in the manufacture of drugs.
5. Ability to wear a concealed bulletproof vest, be armed with a handgun and handcuffs, and may be armed with a rifle.