

**POSITION DESCRIPTION**

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

1. Position No. <b>528418</b>	2. <b>Cert</b> / Reclass Request No. <b>24-9939</b> Effective:	3. Agency No. <b>566</b>
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4. NAME OF EMPLOYEE	5. DEPARTMENT, UNIT, WORK ADDRESS Wisconsin Department of Revenue Division of Income, Sales, & Excise Tax Administration; Office of Criminal Investigation <b>* Headquarters (Green Bay or Appleton)</b> -200 N Jefferson St; Green Bay, WI 54301 -265 W Northland Ave; Appleton, WI 54911
6. CLASSIFICATION TITLE OF POSITION <b>Excise Tax Agent</b>	
7. CLASS TITLE OPTION (to be filled out by Human Resources Office)	8. NAME AND CLASS OF FORMER INCUMBENT <b>New Position</b>
9. AGENCY WORKING TITLE OF POSITION <b>Revenue Special Agent</b>	10. NAME AND CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES
11. NAME AND CLASS OF FIRST-LINE SUPERVISOR <b>Justin Shemanski</b> <b>Revenue Administrative Manager</b>	12. FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE PERFORMED THE WORK DESCRIBED BELOW?

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	(Continue on attached sheets)
	<b>SEE ATTACHED</b>	

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 criminal investigations and enforcement of potential violations of secs. 134.65, 995.12, 995.15 and chs.139, and 945, Wis. Stats., related to alcohol beverage tax, cigarette, electronic vaping devices, tobacco products, and video gambling. This position protects public safety, provides technical assistance to government officials, members of cigarette, tobacco product, electronic vaping device and alcohol beverage industries, and the public, provides administrative and staff support to the division, and serves as a liaison to local, state, and federal enforcement agencies and prosecutor's offices. Investigations 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)

- 65% A. Conducting of easy to average difficulty investigations of suspected criminal violations of Wisconsin alcohol beverage tax, cigarette, tobacco products, electronic vaping devices, and video gambling laws.
- A1. Maintain and apply extensive and up-to-date knowledge of relevant state laws, administrative rules, court decisions, and Attorney General opinions.
  - A2. Receive and evaluate complaints which allege violations of law.
  - A3. Review state law, administrative rules, court proceedings, and Attorney General opinions to determine what, if any violations exist.
  - A4. Interview complainants, witnesses, and others to obtain information and evidence to determine whether a crime has been committed, and, if so, by whom.
  - A5. Assist in the interrogation of suspects or defendants to obtain information and evidence on whether the suspect or defendant committed a crime.
  - A6. Examine business, public, and personal records and papers for information and for evidence of crime.
  - A7. Confiscate physical evidence or contraband; safeguard its custody to ensure its admissibility in court, and properly dispose of as per state law and policy.
  - A8. Perform stationary and moving surveillance of locations and persons suspected of criminal involvement.
  - A9. Conduct covert investigations to make firsthand observations and to obtain evidence of criminal activity.
  - A10. Identify and develop persons who provide information about criminal activity.
  - A11. Prepare complete, detailed, and accurate investigative reports, according to standards set forth in the report writing policy.
  - A12. Conduct legal searches of persons and places to obtain evidence of crime.
  - A13. Assist in the service of search warrants to obtain evidence of crime within the scope of the warrant, current criminal case law, and policy.
  - A14. Assist in the service of arrest warrants, in adherence to state law, current criminal case law, and policy.
  - A15. Assist in the service of administrative and criminal subpoenas for evidentiary documents, in accordance with state law and division policy.
  - A16. Make arrests of violators pursuant to sec. 73.031, and chs.134.65, and 139 Wis. Stats., and process those individuals through the judicial systems.
  - A17. Present case reports and evidence to prosecuting attorneys.
  - A18. Refer evidence of tax fraud and violations to appropriate Department of Revenue personnel.
  - A19. Advise prosecuting attorneys in the preparation of cases for court.
  - A20. Testify in criminal and civil court proceedings.
  - A21. Work with experienced employees, obtaining on-the-job training in techniques, laws, rules, policies, and procedures relating to alcohol, video gambling, cigarette, tobacco products, and electronic vaping devices enforcement.
  - A22. Attend law enforcement, professional and other training programs, seminars, and meetings, as assigned.

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A23. Obtain necessary training to understand the laws, techniques, policies, and procedures governing alcohol beverage tax, cigarette, tobacco products, electronic vaping devices, and video gambling enforcement.

- 10% B. Examination and inspection of alcohol beverage, cigarette, tobacco product, and electronic vaping device businesses to assure compliance with Wisconsin laws and rules.
- B1. Conduct on-site inspections/examinations of licensed/permitted premises throughout assigned geographic territory.
  - B2. Assist other agents in conducting team examinations of licensed/permitted premises.
  - B3. Assist other agents in conducting team examinations of licensed/permitted premises, when requested, and as appropriate.
  - B4. Conduct on-site examination of licensed or permitted premises to determine if illegal video gambling machines are present.
  - B5. Examine alcohol beverages, cigarettes, tobacco products, and electronic vaping devices at manufacturer, wholesaler/distributor, and retailer premises to determine whether the proper tax has been paid and all other 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.
  - B9. Observe and report any criminal or tax violations of interest to the Department of Revenue, local, federal, or other state agencies.
- 15% C. Provision of technical assistance and liaison to government officials, law enforcement, members of the alcohol beverage tax, cigarette, tobacco product, electronic vaping device, and video gambling industries, and members of the public, so that they may understand, enforce, and comply with alcohol beverage tax, cigarette, tobacco product, electronic vaping device, and video gambling laws.
- C1. Meet or correspond with persons who request information concerning alcohol beverage tax, cigarette, tobacco product, electronic vaping device, and video gambling laws.
  - C2. Prepare and present classroom instruction and practical field training on alcohol beverage tax, cigarette, tobacco product, electronic vaping device, and video gambling laws to local police, municipal government, and industry groups.
  - C3. Maintain up-to-date information concerning 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.
  - C6. Establish and maintain cooperative working relationships with local, state, and federal enforcement agencies.
  - C7. Establish and maintain cooperative working relationships with city attorneys, district attorneys, and state and federal prosecutors.
- 10% D. Provision of administrative and staff support to the division and to employees in other bureaus in the Department of Revenue.
- D1. Maintain state issued equipment necessary to perform duties.
  - D2. Prepare administrative reports as required by policy.
  - D3. Prepare detailed and complex staff reports to supervisor on research topics.
  - D4. Research policy, legal, training, and budget issues.
  - D5. Recommend changes to policies and procedures as needed.
  - D6. Perform any other duties, as assigned.

KNOWLEDGES, SKILLS AND ABILITIES

1. Knowledge of Wisconsin and federal laws, administrative code, publications, and department policies and procedures related to alcohol beverage tax, cigarette, tobacco product, electronic vaping device, 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 meet minimum standards, as required by law, to be a Wisconsin law enforcement officer and maintain certification throughout employment in this position. (All)
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.