

Worcester County Job Opportunities

DEPARTMENT: DEVELOPMENT, REVIEW & PERMITTING

JOB TITLE: LIQUOR LICENSE INSPECTOR

COMPENSATION: GRADE 20/STEP 1 \$27.66 HOURLY/ \$57,533 ANNUALLY -
GRADE 20/STEP 5 \$30.38 HOURLY/ \$63,190 ANNUALLY
**BASED ON QUALIFICATIONS*

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

WORK SCHEDULE: WORK HOURS ARE BETWEEN 8:00 AM AND 4:30 PM, WITH THE POTENTIAL FOR EVENING AND WEEKEND HOURS AS NEEDED.

APPLICATION PERIOD: UNTIL FILLED

JOB SUMMARY: This individual will review and evaluate applications for new liquor licenses, license transfers, requests for changes to an existing license or the licensed premises and identify potential compliance issues. The position is responsible for conducting both **field work**—including on-site inspections, meetings with applicants and licensees, compliance checks, and investigations of complaints—and **office work**, including assisting with license renewals, reviewing new applications, preparing written reports, coordinate with law enforcement and State agencies and presenting findings to the Board of License Commissioners (Board). **This position requires approximately 50% field inspections and investigations and 50% office-based review and reporting.** The Liquor License Inspector reports directly to the Liquor License Administrator and the Board, under the supervision of the Director of Development, Review and Permitting.

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:

Field Work

- Conduct investigations and prepare clear, detailed written reports of inspections, compliance checks, and complaint investigations for review by the Board and/or Liquor License Administrator
- Meet with applicants/ licensees to review plans and premises for new license requests or modifications/ special temporary changes to a licensed premises. Identify potential problems and make suggestions that would help to avoid potential violations of the Alcoholic Beverage Article and the Board's Rules and Regulations
- Inspect special events, check properties for license restriction violations and investigate certain types of complaints which may occur on weekends and/or evenings
- Visit and investigate licensed premises that are suspected of violations or improper practices that may precipitate a violation, and document findings in a report

- Coordinate with various law enforcement agencies and investigators with the State Comptroller's Office on issues involving alcoholic beverages or licensed premises; including problem spots, alleged violations of the alcoholic beverage laws, compliance checks, and any other issues that they may have
- Inform the Liquor License Administrator in a timely manner of all investigation/allegations of serious misconduct by licensees and their staff
- Maintain awareness of licensed properties via various sources, including but not limited to social media

Office Work & Reporting

- Draft thorough investigative reports, inspection summaries, and maintain case files that are accurate, timely, and professionally written for submission to the Board and/or Liquor License Administrator
- Assist with preparation of agendas, legal advertisements, staff reports, and presentations for Board hearings, ensuring reports are clear and well organized
- 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 license modifications, including construction or changes of ownership that they may be contemplating (phone, email or in-person office visits)
- Assists office staff with the intake and processing of annual renewal licenses
- Completes assigned tasks accurately and by established deadlines

Additional Duties

- Cross trains and backs 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:

- Familiarity with State laws and regulations and the Board's Rules and Regulations governing the sale and possession of alcoholic beverages
- Proficiency in writing skills: 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 11 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 2025.

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.