

**CLASS TITLE: SUPERVISOR OF LIQUOR IMPORTATION**

**Class Code: 02523200**

**Pay Grade: 28A**

**EO: C**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To supervise the operation of a program of inspection designed to insure compliance with state laws governing the importation and intrastate manufacture of distilled spirits, wines and fermented malt liquors, and collection and computation of fees levied on the importation and intrastate manufacture of said alcoholic beverages; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior from whom assignments and instructions are received in both detail and outline form with some latitude for the exercise of initiative and independent judgement; work is reviewed in process and/or upon completion through results obtained and written reports for conformance to laws, rules and regulations.

**SUPERVISION EXERCISED:** Assigns, supervises and reviews the work of a staff of subordinates engaged in inspectional, investigatory, auditing and/or clerical activities.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To supervise the operation of a program of inspection designed to insure compliance with state laws governing importation and intrastate manufacture of distilled spirits, wines and fermented malt liquors.

To supervise the determination, computation, and collection of all taxes and fees as established by law on distilled spirits, wines and fermented malt liquors imported into the state.

To supervise the computation of taxes as established by law on alcoholic beverages manufactured within the state for collection by the Division of Taxation, the issuance of tax stamps affixed thereto.

To supervise a program of inspection involving the examination of wholesale liquor dealers and rectifiers records for correct tax liability and the verification of financial reports (profit and loss statements and balance sheets).

To issue permits, approved by the Department of Business Regulation, for the importation of alcoholic beverages.

To maintain a current record of delinquent retail accounts.

To supervise the gathering and reporting of statistics on apparent consumption, gallonage imported, and tax revenue collected thereon of alcoholic beverages.

To cooperate with the Liquor Sales Inspection Section and with federal authorities in investigations of violations of the law.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the State Alcoholic Beverage laws, rules and regulations as they relate to the importation, manufacture, storage and distribution of distilled spirits, wines and fermented malt liquors; and the ability to apply such knowledge in the inspection, investigation, detection and prevention of violations of such laws, rules and regulations; a working knowledge of those basic principles and policies of accounting applied in the examination of wholesale liquor dealers and rectifiers records to determine tax liability and verification of financial reports (profit and loss statements and balance sheets) and the ability to apply such knowledge;

the ability to collect information and data for statistical and analysis and evaluation as it relates to alcoholic beverage consumption and tax revenue collected thereon; the ability to plan, lay out and supervise the work of a staff of inspectors and clericals engaged in inspectional, investigatory, auditing and/or clerical activities; the ability to prepare written reports; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing involving or supplemented by courses in accounting.

Experience: Such as may have been gained through: employment in a responsible position involving the performance of inspectional and/or investigatory duties which included the examination of records to determine tax liability.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: June 30, 1968

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