



WSLCB Vision

Safe communities for Washington State

Mission

Promote public safety and trust through fair administration and enforcement of liquor, tobacco, cannabis and vapor laws.

Per Governor Inslee's [Proclamation 21-14](#), state employees must be fully vaccinated no later than October 18, 2021. Your vaccine status will be verified at New Employee Orientation. Please note medical or religious accommodation may be available, once an offer of employment is made.

Note: When applying for these positions, you are entering your name into a candidate pool to fill vacancies in all statewide locations.

****The hiring process begins at Public Safety Testing. To begin the application process, you must first apply online through the [Public Safety Testing website](#).****

Who we are

The mission of the [Washington State Liquor and Cannabis Board](#) (WSLCB) is to promote public safety and trust through fair administration and enforcement of liquor, cannabis, tobacco, and vapor laws. At the WSLCB we pride ourselves on creating the "wow" factor in everything we do. We search for people who demonstrate a strong work ethic, excellence in customer service, partnering and teamwork, and quality performance. We strive to be a great place to work by fostering a safe, open, inclusive and healthy work environment. We want to ensure that our organization is as diverse and inclusive as our great State of Washington.

We want to create a culture that fosters excellence in customer service, open and honest communication, transparency and accountability, data driven decisions, and business initiated process improvement.

Your opportunity at a glance

The Washington State Liquor and Cannabis Board (WSLCB) is accepting applications for permanent LCB Enforcement Officer 2's (LEO2). The Enforcement and Education Division is headquartered in Olympia and has **four regional offices** in Tacoma, Federal Way, Mount Vernon, and Spokane.

These positions begin as entry level LCB Enforcement Officer 1 and must successfully complete the 720 hour Basic Law Enforcement training and the Field Training Officer program. Upon completion of the programs, LEO1's will be promoted to the LCB Enforcement Officer 2 (LEO2) level.

The Enforcement Division works with approximately 13,000 liquor and cannabis licensees and their

employees by providing education and counseling on liquor & cannabis licensing laws and regulations. LCB Enforcement Officers inspect premises, investigate complaints, and conduct compliance checks. At times they may take administrative and criminal action against licensees, employees, and the public who violate state liquor, tobacco and cannabis laws.

The WSLCB Enforcement and Education division is committed to integrity, honesty, dedication, a commitment to serve, and public trust. Officers are responsible for enforcing state liquor, cannabis, tobacco and vapor product laws and regulation to promote public safety, while providing education to licensees, communities, and local law enforcement agencies. WSLCB Law Enforcement Officers carry out their duties with the highest standards of personal and professional ethics. To learn more about the Enforcement and Education division, click [here](#) or follow us on our [WSLCB YouTube Channel](#).

WSLCB provides a modern work environment and excellent benefits including:

- Training and career development programs
- Tuition reimbursement
- Flexible work schedules
- Telecommuting opportunities
- Generous wellness program
- Onsite exercise facility (Olympia only)
- Active and engaging diversity program
- Infant at Work program.
- Organization's commitment to your personal health and well-being.
- Work/life balance.
- Free parking
- A comprehensive [benefits package](#).

DUTIES:

Under a limited law enforcement commission, LCB Enforcement Officers enforce state liquor, tobacco, and cannabis laws and regulations through citations, arrests, and administrative actions applicable to retailers, non-retailers, liquor, tobacco, and cannabis employees, and underage violators within an assigned geographic area. The area may include about 250 or more liquor licensed businesses and about 150 or more tobacco licensees. Responsibilities include, but are not limited to the following:

- Under close supervision and based on complaints, inspections, and strategic goals / plans, conduct checks including preparing and completing comprehensive reports, data entry tracking into the Electronic Notebook, and evidence preservation utilizing chain of custody methods.
- Organize and conduct random, unannounced inspections of licensed liquor, tobacco, and cannabis establishments to check for compliance with state laws and provides technical assistance as necessary.
- Respond to Department of Health referrals and take appropriate enforcement action.
- Work with federal agencies in conducting contraband/counterfeit cigarette cases.
- Officer is expected to work a minimum of 20 night and weekend hours, during a 160 hour work cycle, as required depending on assigned or on-going activities and investigations, or assignment from division management or supervisor.

- Under close supervision, schedules and conducts random and targeted liquor, tobacco, and cannabis compliance checks, utilizing under-aged investigative aides. Issues administrative or criminal enforcement actions. Completes comprehensive reports, and evidence preservation utilizing chain of custody methods.
- Handles and is accountable for investigative funds.
- Under close supervision, schedule and conduct field work involving premise inspections as needed for complaint investigations on liquor, tobacco, and marijuana violations. Identify any liquor, tobacco, and cannabis violations and take appropriate administrative or criminal enforcement actions.
- Under the direction of the Field Training Officer, provides education and training to retail licensees and their employees regarding responsible liquor, tobacco, and cannabis sales. Work with licensees regarding DUI stats and over service classes.
- Completes all annual inspections of licensed premises within your assigned area once per year.
- Attends to administrative duties, such as training, and testifying in court or at administrative hearings. Attends meetings and committee assignments.

QUALIFICATIONS: REQUIRED QUALIFICATIONS

- Possess a high school diploma or GED.
- Must be 20 1/2 years old or older (at time of application)
- Must be a Washington State resident and possess a valid Washington State Driver's License upon appointment.
- Must be a U.S. Citizen or a Lawful Permanent Resident of the United States of America.
- Must be able to speak and write in English, present information to individuals or in a group setting in a manner that is clear and easily understood.

Special Requirements - The following must be completed within one year of hire:

- Successfully complete 720 hours of basic law enforcement training from certified academy. For more information please visit <https://www.cjtc.wa.gov/>
- Successfully complete the on-the-job training per the Field Training Officer guide.

CONDITIONS OF EMPLOYMENT

- Must be 21 years old upon appointment.
- Applicants will be required to complete a background questionnaire and fingerprint cards and sign an authorization to release information prior to being interviewed. Applicants will not have access to any background investigative materials and files. Background investigations are part of the pre-employment selection process and are not a commitment to employment.
- Must undergo background investigations, including a polygraph exam, psychological testing, medical exam, and drug and alcohol tests. These are required due to the nature and security requirements of the job.

EMPLOYMENT STANDARDS FOR LAW ENFORCEMENT POSITIONS

1. No use or possession of illegal narcotics or controlled substances within the past five years.

2. No possession or consumption of cannabis/hashish within the past three years.
3. No possession of other illegal drugs within the last ten years.
4. No *possession* of amphetamines or methamphetamines (*such as speed, Ritalin, crank, crystal, ice, etc.*), *within the last ten years or over three times*.
5. No possession of hallucinogenic drugs (LSD, PCP, hallucinogenic mushrooms, etc.) over three times OR within the last ten years.
6. No possession of non-prescribed opiates or narcotics (heroin, morphine, etc.) over three times OR within the last ten years.
7. No possession of cocaine over three times OR within the last ten years.
8. No possession of non-prescribed drugs or use of any prescription drugs that were not prescribed to you at any time after submitting an application with ANY law enforcement agency within the last five years.
9. No possession or use of any prescription drugs that were not prescribed to you while employed or after having been employed by a law enforcement agency, regardless of the time frame.
10. No possession of anabolic steroids within the last two years.

"Possession" is defined as illegal control, touching, uses of in any fashion, holding, selling, or trafficking (transportation for sale) any illegal (non-prescribed) drug. Possession as part of Law Enforcement duties, such as transportation and confiscation, will not disqualify and is not considered illegal possession.

THE FOLLOWING ACTIVITIES WILL RESULT IN THE REJECTION OF YOUR APPLICATION:

- Any attempt at deception or falsification, either written or spoken, regarding any matter during any phase of this selection process.
- Any Felony or Domestic Violence convictions.

The following will be taken under consideration and may or may not result in the rejection of your application:

- Untruthful responses or prior drug possession.
- Unfavorable work history involving any of the following areas: poor performance; poor attendance; a number of disciplinary actions with cause; or insubordination.
- Resignation from any position in order to avoid dismissal for cause.
- Termination from another law enforcement agency for cause.
- Extensive moving traffic violations.

In addition to the qualifications stated above, successful candidates must also possess the ability to:

- Effectively communicate with irate or intoxicated people.
- Employ the senses of sight (both day and night), touch, smell, and hearing while performing various job requirements.
- Lift and carry up to 50 lbs when inspecting premises or processing evidence.
- Respond to physical attack with the ability to escape or summon aid.
- Inspect multi-level buildings.
- Administer first aid, including Cardiopulmonary Resuscitation and properly dispose of equipment or supplies possibly tainted by blood/air borne pathogens.
- Respond to verbal and written directions.

- Apply reasoning skills when confronted with the need to make discretionary decisions within the state law and policies of the Enforcement Division and Liquor Control Board.
- Willingness and ability to arrest and handle suspected violators.
- Stand and walk for extensive periods of time.
- Visit liquor establishments where conditions are often crowded, boisterous, and hostile.
- Remain calm and ability to deescalate situations when people are upset, angry, hostile, under the influence of alcohol or drugs, cursing, etc.
- Drive or sit in a car for long periods of time.
- Work weekends, holidays, nights, overtime, and on call.
- Work alone for long periods of time.
- Work remotely using a computer laptop system that tracks enforcement actions.
- Wear a ballistic vest and other safety equipment in all weather conditions.
- Maintain equipment, such as a motor vehicle, firearm, video camera, projector, computer, cell phone, portable radio etc.

SUPPLEMENTAL INFORMATION: HOW TO APPLY

The hiring process begins at Public Safety Testing. To begin the application process, you must first apply online through the [Public Safety Testing website](#).

Do not apply directly to careers.wa.gov until you are directed to do so.

The WSLCB hiring process will consist of the following seven steps:

- Step 1. Apply online to the Public Safety Testing website
- Step 2. Complete the Written test conducted by Public Safety
- Step 3. Physical Abilities Testing (PAT) scheduled, completed and passed with Public Safety Testing.
- Step 4. Complete an online application through careers.wa.gov.
- Step 5. Attend a Panel interview
- Step 6. Pass a Background Investigation
- Step 7. Pass a Polygraph exam, Psychological Exam, Medical Exam, Drug test.

All Step 1 applicants will need to complete the Personal History Statement (PHS) immediately after completing your initial tests. Once you have completed your initial tests and PHS through Public Safety Testing, your name, score, and applicant profile will be reviewed by WSLCB.

Following the completion of your PHS, the next step in the process is completing an online application through careers.wa.gov. At this step, you will be directed when to complete and submit your online application via careers.wa.gov.

STEP 2 Instructions: Once you are directed to do so, you must submit the following through [careers.wa.gov website](https://careers.wa.gov), failure to do so will result in your application not considered.

1. Completed online application and supplemental questionnaire.
2. Current resume.

3. Cover letter detailing your experience and why you are interested in working for WSLCB

After successful completion of the hiring process, the candidate will begin twelve (12) months of probationary status. At that time, officers will be required to complete the 720-hour Basic Law Enforcement Academy and the Field Training.

Other

Applicants for employment with the Washington State Liquor and Cannabis Board should also be aware of RCW 66.08.080, which states in part: "No employee of the board shall have any interest, directly or indirectly, in the manufacture of liquor sold under this title, or derive any profit or remuneration from the sale of liquor, other than the salary or wages payable to him in respect of his office or position, and shall receive no gratuity from any person in connection with such business."

RCW 69.50.351, no member of the state liquor and cannabis board and no employee of the state liquor and cannabis board shall have any interest, directly or indirectly, in the producing, processing, or sale of marijuana, useable marijuana, or marijuana-infused products, or derive any profit or remuneration from the sale of marijuana, useable marijuana, or marijuana-infused products other than the salary or wages payable to him or her in respect of his or her office or position, and shall receive no gratuity from any person in connection with the business

The Washington State Liquor and Cannabis Board is an equal opportunity employer and encourages applications from job seekers with diverse backgrounds. Honoring diversity, equity and inclusion means that as an agency, and as individuals, we are committed to ensuring that all employees enjoy a respectful, safe, and supportive working environment.

All qualified applicants will receive consideration for employment without discrimination based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability. You are welcome to include your name and gender pronouns in your application, to ensure we address you appropriately throughout the application process.

For questions about this recruitment, or to request reasonable accommodation in the application process, please email hrjobs@lcb.wa.gov or call (360) 664.1636. For TTY service, please call the [Washington Relay Service](#) at 7-1-1 or 1-800-833-6384.

