



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.

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.

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, our 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. Acts independently and exercises broad discretionary authority in criminal and administrative law enforcement.

Responsibilities include, but are not limited to the following:

- Initiate investigations of violations of Title 66 RCW, Title 70.155 RCW and Title 82 RCW.
- Investigates complaints from citizens and police and coordinates investigations with other criminal justice agencies.
- Undercover investigations.
- Makes misdemeanor arrests, issues notices of infraction, files administrative actions, and testifies in court or at hearings.
- Establish and maintain effective relationships with members of the public, law enforcement agencies, and local businesses.
- Coordinates liquor investigators, under age operatives for undercover assignments.
- Prepare and conduct formal training for groups of ten or more.
- Conduct financial investigations (tax evasion/compliance, background, licensing, credit worthiness, embezzlement, money laundering etc.).
- May participate in vehicles stops and felony arrests for tobacco tax enforcement.

QUALIFICATIONS:

REQUIRED QUALIFICATIONS

One year of experience as a LCB Enforcement Officer 1 and successful certification of the Criminal Justice Training Commission Basic Law Enforcement Academy or its equivalent;

OR

Successful completion of the Criminal Justice Training Commission (720 hours) Basic Law Enforcement Academy or its equivalent. (example: WA State Patrol Academy, CA Peace Officer Standards training, or certified Basic Law Enforcement Academy.)

AND

One year of experience as a full-time Peace Officer (*active within the past five years*) after achieving the successful completion of the Criminal Justice Training Commission's Basic Law Enforcement Academy or its equivalent.

CONDITIONS OF EMPLOYMENT

- Must be 21 years old.
- Must be a Washington State resident and possess and maintain a valid Washington State Driver's License upon appointment.
- Must be a US 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.
- 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.

ANY OF 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, the candidate will 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 five steps:

- Step 1. Apply online to the Public Safety Testing website
- Step 2. Complete the written test conducted by Public Safety
- Step 3. Complete an online application through [careers.wa.gov](#).
- Step 4. Attend a Panel interview
- Step 5. Pass a Background Investigation
- Step 6. 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 test. Once you have completed your initial test 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](#), 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
4. Copy of your certificate from the Criminal Justice Training Commission 720-hour Basic Law Enforcement Academy or equivalent.

After successful completion of the hiring process, the candidate will begin either a twelve (12) month of probationary or 6 month trial service depending on status at time of hire. At that time, officers will be required to complete additional training, per their individual performance Field Training Officer plan and/or performance development plan.

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.

