



Alcohol and Tobacco Control State of Louisiana

Applicants applying for enforcement positions with the Office of Alcohol and Tobacco Control must meet the following minimum qualifications and conditions for employment:

- Pass a written examination.
- Baccalaureate degree.
- Must have attained twenty-first birthday at time of application.
- Possess a valid Louisiana driver's license at time of appointment.
- Display the ability to handle and carry firearms.
- Ability to work outdoors in all weather conditions.
- Ability to operate both on-road and off-road motorized conveyances.

Note:

Work requires strenuous physical exertion for such activities as climbing, squatting and kneeling, lifting and carrying heavy objects, walking long distances, standing for prolonged periods, crouching or crawling in restricted space, and running.

Work demands more than ordinary strength and endurance.

CONDITIONS OF EMPLOYMENT

As a condition of employment, selected applicants must successfully complete/pass the following pre-employment screens:

Pre-employment drug screen

Medical Exam

Performed by a Physician licensed to practice medicine in the State of Louisiana.

The following selection applicants must undergo and pass a complete medical exam. The physician must complete the ATC Report of Medical Examination and certify that the applicant is in sufficient physical condition to:

- Participate in the ATC Physical Condition Assessment.
- Participate in the ATC Firearms Assessment.
- Fulfill the duties of an ATC Agent as listed on the ATC Report of Medical Examination.

Physical Condition Assessment

Performed by ATC POST Certified Fitness Instructor.

Following selection applicants must pass the ATC Physical Condition Assessment. The Physical Condition Assessment is comprised of four events: push-ups, sit-ups, vertical jump, and a distance run for time. Applicants are graded by Cooper's Standards for Law Enforcement Personnel. The ATC standards are listed below:

ENTRY LEVEL STANDARDS

<u>ACTIVITY</u>	<u>MINIMUM STANDARD</u>	<u>TIME ALLOTMENT</u>
SIT-UPS	26 REPITITIONS	00:01:00
PUSH-UPS	12 REPITITIONS	00:01:00
VERTICLE JUMP	14 INCHES	00:00:30
DISTANCE RUN	1.5 MILE	00:17:30

SIT-UP TEST - This is a measure of the muscular endurance of the abdominal muscles. It is an important factor, performing tasks that may involve the use of force and is important for maintaining good posture and minimizing lower back problems.

1. The applicant starts this test by lying on their back, knees bent at a 90 degree angle, heels flat on the floor and hands behind the head. ***Fingers are NOT interlaced.***
2. The feet are held in position while the applicant performs the required number of sit-ups. During the exercise, the applicant may not raise the hips and may rest only in the up position. To be counted as a repetition, the applicant must touch the knees with the elbow and return to a full lying position with the shoulder blades touching the ground.

PUSH-UP TEST - This is a measure of the muscular endurance of the upper body extensor. It is important for the use of force involving pushing motion.

The applicant starts in the "up" position, while the hands are shoulder width apart, and the feet are three inches apart or less.

1. The applicant lowers self until the chest touches a fist or a three-inch block.
2. The subject returns to the "up" position locking out the elbows. The back must be kept straight at all times.
3. The applicant may rest in the "up" position only.

VERTICAL JUMP - This is a measure of jumping or explosive power. It is an important factor for pursuit tasks that require vaulting or jumping.

1. The applicant stands with side pressed against a wall.
2. Applicant reaches as high as possible to mark their standard reach.
3. A vertical jump is made by:
 - a. The applicant keeps one foot stationary near the wall.
 - b. The applicant then takes one step back with the other foot.
 - c. An attempt to jump is made by stepping together and springing up.
 - d. The applicant is given three attempts to jump as high as possible marking a spot on the wall with their hand. The best of the three trials is the final score.

DISTANCE RUN - This is a measure of cardiovascular endurance or aerobic power. It is the foundation for almost all physical tasks including pursuits, administering CPR, climbing stairs and providing aid to the injured.

1. Applicants should warm up and stretch thoroughly prior to the test.

2. The score will be the total elapsed time it takes to complete six laps.
3. In order to obtain a passing score on the 1.5-mile run, the applicant must cover the distance at or below the time listed on the chart provided.
4. Applicants will be permitted to drink fluids as needed during the testing. Upon completion of the test, a mandatory cool-down period shall be enforced. Applicants shall walk slowly for at least five minutes immediately after the run to prevent venous pooling. Aerobic power can be increased by swimming, biking, weight training with a minimum amount of rest between sets, running, or by using one of the many exercise machines currently available for home or club use. The applicant should practice the event on a track or measured course in order to be familiar with running at goal pace or faster.

* The distance run will be administered under all weather conditions which may include running in cold, hot, wet and/or high wind conditions. The running portion of the test may be postponed due to extreme weather conditions that may endanger the health or welfare of the applicant.

ATC Firearms Assessment

Performed by ATC POST Certified Firearms Instructor.

Applicants must demonstrate willingness and the ability to handle, carry, and discharge firearms in a safe and proficient manner.

Basic Firearms Qualification:

1. On a 25-yard range, equipped with POST approved P-1 targets, the student, given a Sig. Sauer Model P229, .357 Sig. caliber semi-automatic pistol, holster and 240 rounds of ammunition, will fire the POST firearms qualification course at least four times. Scores must be averaged and the student must:
 - Fire all courses in the required stage time.
 - Use the correct body position for each course of fire.
 - Fire the entire course using double action only, except in case of single action / double action semi-automatic pistols.
 - Fire no more than the specified number of rounds per stage.
 - Fire each course at a distance not appreciably lesser nor greater than that specified.
 - Achieve an average score of not less than 96 out of a possible 120, which is 80% or above.
 - Have all targets graded and final score computed by a POST-certified firearms instructor.

*Applicants need not achieve a qualifying score during the ATC Firearms Assessment, but must demonstrate the skills and ability to handle, carry, and discharge firearms in a safe and proficient manner.

Background Investigation

Following selection, applicants must undergo and pass a complete background examination to include:

- A Criminal History Check.
- A Driving Record Check.
- A Credit History Check.
- An Employment History Inquisition.
- An Educational Background Inquisition.
- Submit to a polygraph exam as directed by ATC.

*Applicants will be required to submit signed waivers granting access to personal records.

*Applicants will be required to complete and sign a pre-employment polygraph pretest booklet prior to the polygraph examination.

An ATC Agent must successfully complete POST training and certification within their first year of service.

Job Title: (Click here for duties and qualifications) ALCO TOBAC CONT AGENT 1	Agency: Revenue - Office of Revenue
City: Statewide	Parish: STATEWIDE
JobCode: 130720	Pay Level: P109
Agency Tracking Number: 12006LL Announcement Number: 35099	Minimum Monthly: \$2286.27 Maximum Monthly: \$4240.00
Series/Card 7500/03	Occupational Group: LAW ENFORCEMENT & INVESTIGATIONS
	Scoring Method: This register uses a written test.
Type of Vacancy: Probational/Original Promotion-All Classified Permanent Employees Promotion-Department/Agency-wide	Deadline: Recruitment Deadline: Recruitment Deadline: Recruitment

How To Apply:

Send your completed application (SF-10) to

- **Lilibeth Lavinghouse, Human Resource Analyst, Department of Revenue, P.O. Box 66378 Baton Rouge, Louisiana 70896-6378.**
- You may fax your application to (225) 219-0867 **NEW NUMBER.**
- You can submit your CS official SF-10 via email at LDR.Resume@la.gov. Please include your test score results if applicable.
- Applications MUST be post marked or received by 4:30 p.m. on the closing date of the announcement. We are not responsible for the delivery of mail, either internal office or postal services.
- An application form can be obtained at the Civil Service Testing Office in Baton Rouge, at any Job Service office, at any state agency, or downloaded from the Civil Service website at <http://www.civilservice.louisiana.gov/forms/application.htm>.

Please indicate the Job Title and Agency Tracking Number or Announcement Number on your application.

If you need special accommodations, please attach a note to your application describing the accommodation.

DO NOT APPLY TO CIVIL SERVICE.

Special Notes:

TESTING REQUIREMENTS:

- Preference will be given to applicants who score at or above the 40 percentile on the **LEAPS Test - Series 7500, and meet the minimum qualifications.**
- Preference will be given to employees within the Department of Revenue with permanent status and those who will attain permanent status within 14 days.
- New applicants must have a Civil Service score for the **LEAPS Test** to apply for this posting.
- New applicants and non-permanent state employees must attach a copy of Notice of Examination Results (test score) for **LEAPS JOBS**, when applying to a vacancy.
- Permanent state employees, who currently occupy a job in the **LEAPS 7500 JOBS Series** and have been in the job at least six months, do not need a test score.
- Permanent state employees, who occupied a **LEAPS JOBS** for at least six months within the previous five years, do not need a test score.
- Permanent state employees, not in the **7500 LEAPS JOBS** series, will only need a score of 40 percentile or above to be considered.

MINIMUM REQUIREMENTS:

Three years of experience in investigative or law enforcement work. Successful completion of POST Academy and POST Certification is desirable. Preference will be given to applicants with a Bachelor's degree.

SUBSTITUTIONS:

College training may be substituted for the required experience on the basis of thirty semester hours for one year of experience.

NOTES:

This position is posted statewide. Applicants can be appointed to any city in the state of Louisiana. Multiple vacancies might be appointed from this posting. **Only applicants scheduled to interview will be contacted.**