

LAW COMPLIANCE REPRESENTATIVE 1

KIND OF WORK

Service Inspection work.

NATURE AND PURPOSE

Under general supervision, inspects and investigates beauty or barber shops and schools, motor vehicle dealerships, mileage records of trucking carriers, livestock and livestock marketing agencies, motor fuels and oils, motor vehicle and trailer licenses and titles or operations selling commodities such as tobacco and liquor which require special tax permits to determine compliance with state laws, regulations and standards; performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Inspects establishments or vehicles on a regular basis to ensure compliance with laws and regulations by making on-site observations of facilities and records and completing written reports of observations.

Investigates complaints to determine if there is just cause for the complaint by discussing complaints with violator, investigating problem areas, analyzing degree of violation and preparing written reports.

Informs violators of the corrective action required and the consequence of non-compliance to insure that operations will be conducted legally by issuing verbal and/or written notices, revisiting and rechecking and, when necessary, referring violations to other law enforcement areas.

Provides testimony and/or the documentation necessary to support charges against violators so that proper evidence is provided in legal proceedings by preparing all records, reports and documentation required for accurate testimony.

Advises clients and the public of laws, rules and regulations governing operations to assist in understanding, maintaining or achieving compliance by interpreting and explaining orally or in writing.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Knowledge of:

Effective methods of investigative techniques and legal evidence sufficient to solicit required information from investigations.

Minnesota statutes and standards sufficient to determine compliance and detect violations.

Ability to:

Interpret and explain laws, rules and regulations.

Enforce laws, rules and regulations.

Gather facts by personal contact, observation and by checking records.

Establish and maintain effective public contact when providing or soliciting information.

Write clear and concise reports which may serve as a basis for legal or corrective action.

SPECIAL WORK CONDITIONS

Nature of work requires individuals to be out of the office regularly and, depending on location of assignment, on travel status up to 50% of the time.

Est.: 03/40  
Rev.: 05/51  
Rev.: 09/59  
Rev.: 02/64  
Ckd.: 02/69  
Rev.: 12/70  
TC: 01/74  
Rev.: 01/83

T.C.:  
Former Title(s):