

**DESCRIPTION:** Under immediate supervision, performs entry level inspection work related to the regulation programs within the Nebraska Department of Agriculture; performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS:** (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the first classification level of three within the Agriculture Inspection Specialist class series. Positions allocated to this level perform inspection work under close supervision with frequent checks and consultations with a supervisor. This class is distinguished from the Agriculture Inspection Specialist II class which performs advanced inspection work with limited supervisory consultation. Positions allocated to the Agriculture Inspection Supervisor class, on a regular and recurring basis, supervise staff allocated to lower levels of this class series.

**EXAMPLES OF WORK:** (A position not be assigned all the duties listed, nor do these examples include all the duties that may be assigned.)

Conducts routine inspections to ensure compliance with Nebraska law in one of the following areas: feed/fertilizer, entomology/horticulture, apiary, livestock, dairy, or weights and measurers.

Follows set inspection procedures as designated by the supervisor and/or State and federal rules and regulations.

Collects, codes and ships inspection samples to the State Agriculture Laboratory for further analysis.

Recommends action to be taken on a violation of the law to the supervisor.

Responds to consumer complaints and prepares recommendations for additional action to be reviewed by a supervisor.

Learns to operate and maintain, under close supervision, specialized equipment relating to specific area of inspection.

Prepares inspection reports, and issues notices to operators requiring improvement of facilities or methods.

Learns to consult with and educate the public, producers and business proprietors in the solution of problems and in explaining governmental laws, rules and regulations relating to programs within the Department of Agriculture.

Investigates complaints concerning noncompliance to determine the relevance of the complaints, reports any violations, and schedules follow-up review or other appropriate action.

Attends seminars and meetings to become more knowledgeable with the laws and regulations pertaining to their program area.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (These are needed to perform the work assigned.)

Knowledge of: specific area of inspection within the Department of Agriculture; techniques of interviewing; general personal computer operations.

Ability to: interact with individuals to gain their confidence and to establish rapport; communicate with the public and business proprietors; prioritize work in a time efficient manner; conduct inspections; compile and interpret inspection data; prepare accurate and concise reports; present findings; learn, interpret and apply agency guidelines, rules and procedures; learn to operate field laboratory equipment and specialized sampling equipment; work outdoors in inclement weather and in an environment exposed to physical hazards, infectious diseases and toxic/hazardous substances.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Two years' experience working in a relevant discipline.

**SPECIAL NOTES:**

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

Specific positions in this class require an employee to possess a valid driver's license or the ability to provide independent authorized transportation.

Specific positions located in the Weights and Measures Division may require possession of a commercial driver license (CDL).

Regular overnight and extended travel may be required in this job.