

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Warehouse/Grain Dealer Examiner

Definition

Under general supervision, conducts examinations and investigations of grain and consumable agricultural products warehouses and grain dealers to enforce compliance with the state code and departmental regulations and policies of the corn and soybean checkoff programs which govern the business' operations; performs related work as required.

The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

Work Examples

Examines warehouse and grain dealer records to verify outstanding obligations of the warehouse and grain dealer by reviewing, extracting and recording quantitative and monetary data from daily position records, ledgers, scale tickets, settlement sheets, bills of lading, warehouse receipts, contracts, and any other necessary records.

Checks and examines documents and records for proper grain payments using a computer accounting system.

Reviews findings of the examination to assure that the warehouse and grain dealer records are maintained accurately and payment made as required by state code and Departmental regulations.

Conducts audits of grain dealers' corn and soybean checkoff remittances to ensure the promotional programs are receiving the correct amounts.

Conducts physical measurements of grain and other commodity inventories and computes the amount of the grain or other commodity inventories on hand. Conducts inspections of grades and qualities.

Compares inventory results to the warehouse records to determine if inventory quantity, grade, and quality are sufficient.

Inspects the warehouse facilities to assure proper and safe storage of grain and commodities by checking and recording findings on leaks, contamination from chemicals, controls on rodents, birds and insects, fire hazards, and safety features of ladders, manlifts, and catwalks.

Assists warehouse workers and grain dealers in preparing applications for licenses to assure compliance and to establish policy and procedure.

Inspects facilities for suitability of storage and safety features, measures facilities, computes capacity charts and recommends proper type and form of records to be maintained.

Prepares inspection reports using established computer applications to reflect compliance with or violation of the Iowa Code and regulations. Reviews findings with warehouse and grain dealer employees and requests corrective action as required.

Competencies Required

Knowledge:

- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Clerical Procedures – Word processing, managing files and records, designing forms, and other office procedures and terminology.
- Customer and Personal Service – Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Economics and Accounting – Economic and accounting principles and practices, the financial markets, banking, and the analysis and reporting of financial data.
- Mathematics – Arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Food Production – Techniques and equipment for planting, growing, and harvesting food products (both plant and animal) for consumption, including storage/handling techniques.
- Computers and Electronics – Circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- Public Safety and Security – Relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Abilities:

- Law and Government – Understand and adhere to applicable laws, legal codes, administrative rules, and regulations.
- Clerical – Maintain complex clerical records.
- Written Expression – Communicate information and ideas in writing so others will understand.
- Written Comprehension – Read and understand information and ideas presented in writing.
- Speech Clarity – Speak clearly so others can understand.
- Speech Recognition – Identify and understand the speech of another person.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Mathematical Reasoning – Choose the right mathematical methods or formulas to solve a problem.
- Information Ordering – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.
- Information Ordering – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Skills:

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Speaking – Talking to others to convey information effectively.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Negotiation – Bringing others together and trying to reconcile differences.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.
- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Service Orientation – Actively looking for ways to help people.

Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Two years of full-time work experience in buying, handling, storing, and/or selling grain and/or other farm consumable agricultural products, involving responsibility for preparing and maintaining records of these transactions in a management or accounting capacity.
- 2) Two years of full-time work experience as an examiner of grain and/or agricultural commodities for compliance with applicable laws and regulations.
- 3) Two years of full-time work experience in auditing or examining financial institutions.
- 4) Graduation from an accredited college or university with an associate's degree in any field.

Notes

Travel, including overnight travel, may be required for positions in this class. Employees must arrange transportation to and from assigned work areas.

Effective date: 09/24 KC