

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

WAREHOUSE/GRAIN DEALER EXAMINER

DEFINITION

Under general supervision, conducts, for the State of Iowa, the Iowa Corn Promotions Board and the Iowa Soybean Association, examinations and investigations of grain and consumable agricultural products warehouses and grain dealers in order 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 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 of business math and accounting principles involved in preparing and maintaining records and financial statements.

Knowledge of geometric principles that can be applied to measuring grain inventories and calculating areas and volumes.

Knowledge of the policies, methods and procedures involved in the buying, handling, storing and selling of grain and farm consumable products and the regulations that cover this activity.

Knowledge in how to effectively operate a personal computer and software applications including word processing, spreadsheet, database and e-mail. Knowledge of the basic operation of multiple grain software applications used by the grain industry and how to retrieve information from these systems.

Knowledge of sanitary principles as related to the storage of grain and farm consumable products, such as aeration and safe commodity moisture ranges for grain storage.

Knowledge of the basic safety practices related to warehouse storage facilities.

Ability to communicate effectively both orally and in writing.

Ability to use a measuring tape, laser measuring device, grain probe, test weight equipment, sampling and grading equipment, capacity charts, pack factor charts, calculator and computer applications in taking inventories, inspecting grade and quality and recording findings.

Ability to climb grain storage structures and walk through grain. Ability to climb ladders or staircases above sixty feet and enter grain facilities through roof hatches and cramped quarters. and work in high and cramped quarters requiring physical agility. Ability to walk through grain in flat storage buildings.

Ability to learn and apply the state code and Departmental regulations which govern the operation of lowa grain dealers.

Ability to apply the above knowledges in the conducting of examinations and investigations.

Ability to understand and explain the code, regulations and policies and secure compliance with the same.

Ability to prepare numerous high quality reports of facts, conclusions, and recommendations from findings.

Ability to deal effectively with personnel of grain dealers and warehouse operators, regulatory authorities and the general public.

Ability to lead a team of peers in conducting examinations of multiple-location businesses. Assigns tasks in an equitable manner and assures satisfactory completion. Fosters cooperation between the peers.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing polite, quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited college with an Associate's Degree in accounting, business, or agribusiness;

OR

experience equal to two years of full-time work 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;

OR

experience equal to two years as an examiner of grain and/or agricultural commodities for compliance with applicable laws and regulations;

OR

experience equal to two years in auditing or examining financial institutions.

NOTE:

A physician's statement may be required as evidence of the applicant's physical ability to perform assigned duties. Employees must be willing to relocate their place of residence if necessary.

NOTE:

Employees are frequently required to travel and stay out overnight. Employees are required to arrange their own travel plans and are responsible for proper maintenance and operation of a state-owned vehicle. Employees must hold a valid Iowa driver's license. Some out of state travel may be required as assigned by the agency of employment.

Effective Date: 05/13 BR