

WAREHOUSE EXAMINER, SENIOR

KIND OF WORK

Paraprofessional lead grain warehouse inspection work.

NATURE AND PURPOSE

Under general supervision, examines and inspects licensed grain storage facilities to determine compliance with state and federal laws and rules; trains and advises other examiners engaged in examination and inspection work within a geographical region of the state; 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.)

Trains and assigns other Warehouse Examiners to examine and inspect specific storage facilities to determine compliance with state and federal laws using a revolving assignment system.

Directs area Warehouse Examiners in the examination and inspection of facilities that are complex in nature or are potentially deficient in finances to support large purchases of grain under voluntary extension of credit contracts so that the facility has a complete inventory conducted, a complete audit of ledger books and records done, reconciliation of all records and determination of the availability of sufficient funds for payment by assigning particular activities to the area examiner and being available to answer/handle specific questions.

Performs a physical inventory of grain elevators so that actual balances of grain can be evaluated by measuring tanks, bins and flat storage facilities.

Audits warehouse receipts to determine compliance of the operator by recording warehouse receipts, annotating receipts which have been cancelled since the preceding examination and examining scale tickets.

Balances scale tickets to determine obligations and determines the open storage and company-owned position of the warehouse by reviewing all printed books and records of the warehouse.

Calculates the physical inventory of grain so that determination can be made on whether all liabilities of the warehouse can be met by the use of capacity charts.

Notifies supervisory personnel of shortages or other irregularities so that required action can be taken by authorities by making a complete report of the examination showing all listings, measurements and calculations reflecting the present status of the warehouse.

Answers grain storage facility operators' questions on obligations and requirements under law so that storage facilities are operating under state and federal law by telephone conversation and physical inspections.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

State and federal laws and rules sufficient to determine whether or not licensed grain storage facilities are in compliance.

Grain storage facility examination procedures sufficient to train and advise others in their implementation.

Accounting practices and procedures sufficient to audit ledger books and records.

Methods and procedures involved in buying, handling, storing and selling grains sufficient to use tools for measurement of tanks, bins and flat storage facilities; prepare capacity chart based on recorded measurements; understand various kinds and grades of grain.

Ability to:

Assign tasks to other staff and monitor their work performance.

Train others in program implementation and documentation.

Interpret and explain state and federal laws and rules to warehouse personnel.

Understand and carry out written and oral instructions.

Operate a ten-key adding machine sufficient enough to calculate measurements based on capacity charts and convert all commodities into bushels.

Est.: 12/85  
Rev.:

T.C.:  
Former Title(s):