



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 5260

GRAIN WAREHOUSE INSPECTOR
GRADE K

SCOPE OF WORK:

Work involves conducting inspections of licensed public grain warehouses and grain buyers to ensure licensees are adhering to generally accepted business practices and applicable laws, rules, and Public Service Commission policies to protect citizens that store and sell grain.

DUTIES PERFORMED:

- Conduct licensee examinations to determine the capacity of the facility, the quantity and quality of commodity stored, and if accurate records are maintained.
- Prepare forms and reports to accurately document examination findings; assist in the compliance process concerning adverse conditions noted during an examination.
- Schedule examinations to meet the goals of the Commission's examination program.
- Assist in the development of policies regarding regulation of licensees.
- Assist with insolvency case activities including records review and reconstruction, grain asset liquidation, and testifying at insolvency and bankruptcy hearings.
- Apply licensing laws and rules when responding to inquiries or complaints from the grain industry and producers.
- Assist in communicating state laws and Commission rules and policies to the industry.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree and three years of work experience in the grain industry. Additional work experience as described above may substitute for up to two years of the education requirement on the basis of two years work experience for one year of education.

Eff. Date: 0 6/96

Rev: 03/11 – Revised scope of work, duties, minimum qualifications, and factoring

Rev: 07/12 – Conversion to Hay System