



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code(s): 6412

FIELD SEED SPECIALIST

GRADE I

SCOPE OF WORK:

Work involves providing a broad range of technical services in the areas of field inspection, seed testing, regulatory, final certification, and special projects for the seed industry.

DUTIES PERFORMED:

- Participate in approval process for field certification inspection applications.
- Assist with training and supervision of seasonal inspection staff.
- Coordinate and conduct field inspections as assigned; provide technical assistance to growers; participate with supervisor on foundation increase plot inspections.
- Perform purity testing and analysis on common, certified, and regulatory seed samples.
- Separate and identify components of crop samples for official purity tests.
- Operate seed laboratory equipment including germinators, blowers, black light, dividers, microscopes, balances, pearler, diaphanoscope, and accelerated aging chamber.
- Complete documentation and reporting requirements regarding sampling and testing processes; communicate test results to growers and seed companies.
- Respond to inquiries from growers and seed companies.
- Identify weed seeds and species utilizing herbarium to determine levels of weeds in comparison to legal standards.
- Grade cleaned and tested seed samples for final approval in certification process.
- Inspect and approve certified seed conditioning plants; collect official samples for regulatory analysis.
- Review rules and regulations with plant owners/operators; recommend improvements in equipment and operating methods.
- Assist in development and implementation of new programs, products, and custom/specialized services offered by the Department.

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 an associate degree in an agricultural related field and four years of directly related work experience. The hiring authority may substitute additional work experience for the degree requirement on a year-for-year basis.

Eff. Date: 03/02

Rev: 07/12 – Conversion to Hay System