

TEXAS DEPARTMENT OF AGRICULTURE

COMMISSIONER
SID MILLER

POSTING #16-825-1

POSITION DESCRIPTION

CONSUMER PROTECTION INSPECTOR

CLASSIFICATION TITLE: Inspector III

CLASSIFICATION NO: 1322

LOCATION: Hidalgo County*

SALARY: B13, \$2,850/MO.

FLSA: Nonexempt

JOB OBJECTIVE: Train on and become proficient in conducting a variety of agricultural inspections administered by the Texas Department of Agriculture (TDA), including case preparation activities for violations, to contribute to the enforcement of agriculture laws and regulations for consumer protection in the State of Texas. Work under general supervision with limited latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES:

1. Train on and become proficient in accurately conducting a variety of inspections administered by TDA, which may include some or all of the following areas:
 - inspect commercial scales and fuel pumps;
 - conduct price verification to ensure correct measurement for packaged goods;
 - conduct fuel quality inspections and collect samples for laboratory analysis;
 - inspect high volume meters for correct measurement;
 - inspect Liquified Petroleum (LP) gas meters for correct measurement;
 - issue stop-sales and findings reports; and
 - collect and remit fees to include licensing and late fees.
2. Complete accurate, detailed reports related to inspections, complete travel vouchers and mileage reports; complete various weekly and end-of-month reports.
3. Conduct thorough inspections and complete all related reports with data integrity and properly document violations.
4. Coordinate and ensure that Regional Directors and regional management are kept informed of all issues related to inspections.
5. Respond to/investigate consumer questions or complaints by personal visits, via telephone or email correspondence.
6. Maintain state vehicles and other state property according to agency guidelines.
7. Represent the agency in a positive manner when dealing with constituents.
8. Train on and become proficient in the use of Performing Inspections, Enforcement and Recruitment (PIER), Bringing Resource Integration and Data Together for Greater Efficiency (BRIDGE) and business intelligence reports.
9. Complete case preparations and testify at hearings on violations of consumer protection laws.
10. Adhere to established work schedule with regular attendance.
11. Follow all TDA safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

12. Perform other duties related to educating the constituency and representing the agency, such as speaking to various civic/professional/educational groups.
13. Perform other duties as assigned.

QUALIFICATIONS/REQUIREMENTS (The application must specifically state how each of the following qualifications are met):

- Graduation from an accredited four-year college or university with a degree in biological sciences or an agriculture field (a high school diploma and two years of full-time work experience related to the essential duties may substitute for a degree);
- Must reside in Hidalgo County*;
- Valid Texas driver's license and an acceptable driving record**; and
- Required to travel up to 75% of the work period.

KNOWLEDGE, SKILLS AND ABILITIES (The application must specifically state how each of the following qualifications are met):

- Effective verbal and written communication, human relations and organizational skills;
- Skill in providing customer service excellence to both internal and external customers;

- Continued -

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KNOWLEDGE, SKILLS AND ABILITIES CONTINUED:

- Skill in operating a personal computer with word processing, database and spreadsheet software;
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- Ability to plan, organize and work independently, as well as within a team environment;
- Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;
- Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;
- Ability to prepare detailed reports and correspondence in a legible and accurate manner;
- Ability to interact effectively with co-workers, supervisors and the public;
- Ability to interpret, accurately evaluate and apply the inspection data to generate detailed, reliable and valid reports and recommendations;
- Ability to exercise sound judgment and discretion; and
- Ability to maintain the highest level of confidentiality.

ENVIRONMENT/PHYSICAL CONDITIONS: Involves working outdoors and exposure to extremes in temperatures; extensive moving and remaining stationary; walking; standing; pulling and pushing; kneeling, stooping and bending; safely lifting and carrying items weighing up to 50 pounds; operating heavy equipment/machinery; safely handling hazardous and/or flammable materials; and exposure to dust. Involves safely operating a state vehicle and driving for long distances; working extended hours and some evenings and weekends, as needed; and daily and overnight travel.

A skills exercise will be conducted at the time of the interview.

** Must reside in Hidalgo County or within a 10 mile radius of the county line or assigned work area;*

*****A valid government-issued driver's license, which is recognized by the Texas Department of Public Safety and in good standing, and an acceptable driving record are required. TDA will verify this information with the Texas Department of Public Safety. Applicants with a driver's license not issued by the State of Texas should obtain and be prepared to provide a copy of their current driving record on or before their first day of employment.***

The Texas Department of Agriculture is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in recruitment, selection, appointment, training, promotion, retention or any other personnel action or deny any benefits or participation in programs or activities which it sponsors. Applicants should communicate requests for disability-related accommodations during the application process to our Human Resources Office at 512-463-7648. 1-800-RELAY TX (for hearing impaired).

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

As part of the employment process, TDA may conduct a driving and criminal background check. Unsatisfactory information relevant to the position may disqualify the applicant from employment.

Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed application.

Website: www.TexasAgriculture.gov

Email: TDAJobs@TexasAgriculture.gov

TDA participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

[* E-Verify Participation Poster \(English\)](#)

[* E-Verify Participation Poster \(Spanish\)](#)

[* Right to Work Poster \(English\)](#)

[* Right to Work Poster \(Spanish\)](#)

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To apply for this position, please complete the electronic State of Texas Application for Employment through www.WorkInTexas.com or submit a State of Texas Application for Employment to TDA, Attention Human Resources, P.O. Box 12847, Austin, Texas, 78711-2847, or by fax at (800) 380-1574, or in person at 1700 North Congress Ave., 11th Floor Reception Desk, Austin, Texas , 78701, or by email to TDAJobs@TexasAgriculture.gov.

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 68R-Veterinary Food Inspection Specialist, 35M-Human Intelligence Coordinator, AM-Aviation Structural Mechanics, BU-Builder, CE-Construction Electrician, CM-Construction Mechanic, EA-Engineering Aide, EN-Engineman, EO-Equipment Operator, GS-Gas Turbine Systems Technician, MM-Machinst's Mate, SW-Steel Worker, UT-Utilitiesman, 6033-Aircraft Nondestructive Inspection Technician, 2A7X2-Nondestructive Inspection, 2F0X1-Fuels, 8I000-Superintendent Wing Inspections or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Please call Human Resources-Veterans Liaison at (512) 463-9305 with questions or for additional information.

Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_InspectorsandInvestigators.pdf

Veterans: Go to www.texasskillstowork.com for assistance with translating your military work experience and training courses into civilian job terms, qualifications/requirements and skill sets.