

Senior Brand Inspector
Essential Task Rating Results

Task #	Task Statement
1	Assistant to Agriculture Program Supervisor I; organize, plan, direct, and supervises and monitor brand inspection.
2	Coordinates program activities. Coordinates program activities and acts as liaison with industry, law enforcement and court personnel.
3	Schedules work and provide feedback to Agriculture Program Supervisor I with field staff's work performance, possible training needs and annual performance appraisal.
4	Assist Special Investigator if needed; in conducting investigations, takes statements and depositions and evaluates evidence for cases.
5	Issues Notices of Violations via the mobile app pursuant to Food & Agriculture Code (FA&C) Divisions 9, 10, and 11 at all places of inspections, identifying and citing violations of the FA&C, investigating and collecting information on cases involving theft, and if needed testifying in court.
6	Complete livestock reports for the purpose of reporting missing, stolen, slaughtered, highway kills, and railroad kills on the mobile app; sync and email reports to headquarters; identify issues that need action and report issues to the supervisor and headquarters.
7	Performs Inspections at salesyards to ensure that the cattle being brought in belongs to the rightful owner. If the Brand does not belong to the person bringing in the animals for sale, ensure the person has back up papers or proof of ownership, check dairy exemption numbers to ensure number is appropriate.
8	Performs Inspections at feedlots to ensure that proof of ownership is correct on cattle entering the feedlot, inspecting cattle from other states, salesyards and ranches.
9	Conducts and performs inspections at ranches with ranch owner or authorized agent to determine and identify legal ownership of cattle, reviewing proper documentation; may also seize/hold cattle, until proof of ownership is established.
10	Performs Brand Inspections and identifying ear marks at salesyards and ranches to determine if brands are legal, and registered to the person selling the cattle.
11	Performs the collection of fees for brand inspection and beef council fees; insuring that the fees are accurate before remittal to cashier; sends a printed transmittal and checks to cashier weekly.
12	Issues certificates of inspections by entering data into the mobile app; keeps records by syncing the mobile app daily.
13	Works around livestock and livestock handling facilities; climb over fences and gates in a safe manner; may use a paddle to move the cattle through the chutes, counting cattle and identifying brands.

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14	Performs inspections at hide houses and custom exempt plants; looks at hides for brands and matches the brands with the hide cards.
15	Drives to various locations to provide inspections; maintains state vehicle; and keeps an auto log tracking the mileage.
16	Conducts stray returns by returning livestock to their rightful owners; places hold on livestock that are found in the possession of someone without proof of ownership; reports completed on the mobile app, synced, and emailed to the supervisor and headquarters.
17	Organizes work schedule(s) on a daily basis based on telephone calls received; responds to any calls asking for assistance with stolen, stray, estray, and highway kills; settles any livestock disputes between livestock owners.
18	Assists the public with finding and recording a brand by assisting with the design of their brand, showing them what a good brand should look like.
19	Responds to other agencies request for assistance by identifying livestock and livestock owners; working with local law enforcement on theft cases.
20	Conducts truck stops with other agencies and states by checking vehicles hauling livestock to assure cattle have proper documentation entering or leaving the state.
21	Attend Cattlemen meetings and other industry meetings to inform industry about the Bureau of Livestock Identification.