



DEPUTY AGRICULTURAL COMMISSIONER/SEALER

SALARY: \$4,246.93 - \$5,162.29/month

FINAL FILING DATE: OPEN UNTIL FILLED

Mariposa County is also recruiting for Agricultural and Standards Inspector II and Senior Agricultural and Standards Inspector. There is currently only one full-time vacancy that may be filled at any of these three levels. Please submit separate applications for each level if you are interested in applying for more than one level.

The completed Supplemental Application on the last two pages of this bulletin must be submitted with the completed Job Application in order to be considered for this position.

THE POSITION

Plans, coordinates, directs and participates in the agricultural and weights and measures inspection activities within the Agriculture Department; coordinates agricultural and weights and measures inspection activities with other departments; provides highly complex staff assistance to the Agricultural Commissioner / Sealer; and performs related duties and responsibilities as required.

EMPLOYMENT STANDARDS

Knowledge of: Pertinent federal, state and county laws and regulations; principles and practices of agricultural inspection, weights and measures testing and inspection, and detection and eradication of pests and diseases associated with agricultural commodities; types of weighing and measuring devices and methods used in verifying the accuracy and content of packaged commodities; operation and care of specialized equipment and tools used in agricultural inspection and testing; principles of management, supervision, training and performance evaluation; budget preparation and administration practices; modern office procedures, methods and technology, including the use of computers for word processing and data management; report and business letter preparation techniques; English usage, spelling, grammar and punctuation; basic arithmetic and statistical analysis; and safe work practices.

Ability to: Understand, apply, interpret and enforce pertinent laws, policies, rules and regulations; organize and direct the operations of a comprehensive agricultural and weights and measures inspection program; perform the most complex work of the department; make sound, educated decisions and work independently with little supervision; analyze problems, identify alternative solutions, determine consequences of proposed action, and make and implement recommendations in support of goals; analyze, interpret, summarize and present administrative and technical information and data in an effective manner; supervise, train and evaluate assigned staff; establish and maintain cooperative working relationships with those contacted during the course of work; communicate clearly and concisely, both orally and in writing; use computers for word processing and data management; effectively administer assigned budgets; make required calculations accurately and quickly as required; represent the County effectively in meetings with others and make formal presentations to various groups; react professionally at all times, dealing with sensitive, political or controversial situations with tact and diplomacy; and safely and effectively use and operate department vehicles and equipment.

MINIMUM QUALIFICATIONS

****A COPY OF YOUR LICENSES AND DEGREE MUST BE SUBMITTED WITH YOUR APPLICATION****

Education:

High school or GED equivalency is required. Graduation from an accredited college or university with a Bachelor's degree in chemistry, agricultural biology or a related physical science, or public or business administration, management, or closely related field.

Experience:

Four years of full-time equivalent increasingly responsible experience in agricultural inspection and weights and measures testing and inspection, including at least two years in a supervisory capacity.

Additional Requirements:

Possession of a valid California driver's license. Under certain circumstances, the Human Resources Director may accept a valid driver's license if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

Possession of California State Certificates as both a Deputy Agricultural Commissioner and a Deputy Sealer of Weights and Measures.

Possession of a Qualified Applicator's certificate.

TYPICAL WORKING CONDITIONS

Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic hazards, fire hazards, electrical currents, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, heights, fumes, dusts, odors, toxic or caustic chemicals, skin irritants, vibration, working at heights and in confined spaces.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work in an office and field environment. Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties and/or field work; traverse uneven terrain; lift and/or move objects and materials of up to 50 pounds in weight; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and field equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

THE SELECTION PROCESS

All interested applicants must fill out a job application and respond to the items on the Supplemental Application. For those who meet the minimum qualifications, a competitive evaluation of the training and experience described on your Supplemental Application will be performed if there are more than ten qualified applicants. Your Supplemental Application will be scored based on that competitive evaluation. This process may be altered if there are ten or less applicants that qualified.

The attached Supplemental Application is designed specifically for this recruitment and must accompany the regular application in order to be considered for this position. Applications received without the required supplemental information run the risk of being screened out of the selection process.

HOW TO APPLY Contact Mariposa County Human Resources, P. O. Box 784 (5100 Bullion Street), Mariposa, California 95338, (209) 742-1380, or complete the Job Application at this Web site together with the Supplemental Application below.

VETERAN'S PREFERENCE POLICY

Veterans of the Armed Forces of the United States who have received an honorable discharge or general under honorable conditions discharge shall be given preferences in initial appointment to County service. Such preference shall apply only to the first appointment to any County position. The preference shall be implemented as follows:

- Where examinations are scored, the preference shall be five (5) additional points if the applicant, without the preference, obtains a passing score on all portions of the examination process.
- In cases where examinations are not scored, the preference shall consist of advancing the applicant one full ranking if the applicant, without the preference, obtains a passing ranking on all minimum qualifications during the examination process.

Persons claiming eligibility for Veteran's Preference must submit a copy of Form DD214 with the job application.

SPECIAL NOTES

Please be careful in filling out your prior work history in Section 15 of the application. Show the starting and ending dates (month and year) for each job listed and the number of hours per week that you worked. **Sections 13 and 15 of the application must include sufficient information to show that you meet the minimum qualifications described in the job bulletin for the position for which you are applying.** A résumé may be attached; however, applications where the prior work history section is not completed may be returned as incomplete.

To comply with the 1986 Immigration Reform and Control Act, Mariposa County verifies that all new employees are either U.S. Citizens or aliens authorized to work in the U.S.

Reasonable Accommodations for Individuals with Disabilities - The County of Mariposa makes reasonable accommodations for the individual with disabilities including an obligation to ensure that only the essential duties of the position are required to be performed. Individuals with disabilities requiring any accommodations, in order to participate in the testing process, must inform the Mariposa County Human Resources Office. Also, those applicants needing such accommodations should document this request including an explanation as to the type and extent of accommodations needed to participate in the selection process and/or perform the duties of the job for which they have applied.

The information contained herein does not constitute either an expressed or implied contract or offer of employment, and these provisions are subject to change.

*** EQUAL OPPORTUNITY EMPLOYER ** WOMEN AND MINORITIES ARE ENCOURAGED TO APPLY ***

SUPPLEMENTAL APPLICATION
DEPUTY AGRICULTURAL COMMISSIONER/SEALER

Name: _____

Address: _____

Telephone: _____

INSTRUCTIONS TO APPLICANT

This supplemental requires you to detail and/or prepare narrative descriptions of your relevant education, experience and capabilities. In answering the questions that follow, describe your most relevant experience, education or other background that demonstrates that you possess these particular qualifications. **Please type or print your response.**

We are asking you to go through this process to enable us to give you full credit for relevant accomplishments. We recommend that you complete this form over a period of time.

If a large number of qualified applications are received, only those candidates demonstrating the best job-related qualifications will be invited to continue in the selection process. Therefore, it is to your advantage to complete this form thoroughly and accurately. **Responses such as "see resume", "see attached", or "see application" will NOT be evaluated.**

I, the undersigned, understand that all information provided herein is subject to verification and is true to the best of my knowledge and ability.

Signature

Date

SUPPLEMENTAL APPLICATION
DEPUTY AGRICULTURAL COMMISSIONER/SEALER

(Your response to the following questions must be typed or printed.
You may use a separate sheet of paper if necessary.)

1. Please describe your education, training, and experience that demonstrate your ability to plan, organize, execute, and evaluate specific programs or projects.

2. Please describe your education, training, and experience that demonstrate your ability to clarify, explain, and interpret agricultural and weights and measures laws and regulations to growers, shippers, business owners, and others in the agricultural or business community as well as the general public.

3. Please describe your experience ensuring work performed is in accordance with agricultural or weights and measures laws and regulations.