



SENIOR AGRICULTURAL AND STANDARDS INSPECTOR

SALARY: \$3,773.74 - \$4,587.18/month

FINAL FILING DATE: OPEN UNTIL FILLED

Mariposa County is also recruiting for Agricultural and Standards Inspector II and Deputy Agricultural Commissioner/Sealer. 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

Assists the Agricultural Commissioner/Sealer of Weights and Measures in the planning, coordinating, and administration of all phases of departmental operations; performs inspections and enforces laws and regulations pertaining to the California Food and Agricultural Code, the Business and Professions Code, and the California Code of Regulations; performs pest regulation, pest prevention, and regulation; inspects and tests weighing and measuring devices; verifies consumer transactions and product quality; performs specialized work assignments and prepares reports related to assigned functions, provides training and performs related work as required.

EMPLOYMENT STANDARDS

Knowledge of: Pertinent State and Federal laws and regulations related to the functions of the County Agricultural Commissioner and the Sealer of Weights and Measures; law enforcement powers, procedures, and policies of the County Agricultural Commissioner and Sealer of Weights and Measures; proper inspection methods and procedures; statistical testing techniques; rules for proper evidence gathering and sampling procedures; identification, treatment, and control of vertebrate pests, basic insects, plant pests and diseases, plants, trees, and noxious weeds; agricultural practices of County crops; and principles of training and program coordination.

Ability to: Interpret and enforce agricultural and weights and measures laws and regulations; impartially perform field inspections and gather a variety of information and data; perform specialized work assignments; gather and maintain information concerning County crops; prepare and maintain records and reports; understand and carry out oral and written directions and policies; communicate clearly and concisely, both orally and in writing; work independently; maintain effective communications and good relations with the public; and establish and maintain cooperative working relationships.

MINIMUM QUALIFICATIONS

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

Education:

Graduation from an accredited college or university with a Bachelor's degree with major course work in agricultural, biological, chemical, or physical sciences or a closed related field.

Experience:

Three years of full-time equivalent experience in the technical inspection and enforcement of agricultural and weights and measures laws at the journey level.

Substitution:

Additional qualifying experience may be substituted for the college education on a year-for-year basis.

Additional Requirements:

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

Possession of 8 valid state-issued licenses in the following fields of Agricultural and Weights and Measures Inspection: Pesticide Regulation, Investigation & Environmental Monitoring, Integrated Pest Management, Commodity Regulation, Pest Prevention & Plant Regulation, Weight Verification, Measurement Verification, and Transaction & Product Verification

TYPICAL WORKING CONDITIONS

Work is performed both in office and outdoor environments; exposure to cold, heat, noise, chemicals, dust, allergens, plant, animal, food material or water, petroleum products, explosive materials, mechanical hazards, and electrical hazards; some exposure to controlled and hazardous substances; some exposure to smoke, gases, and fumes; continuous contact with staff and the public.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; walk, stand, or crouch on narrow, slippery, and erratically moving surfaces; stoop, crouch, squat, twist, kneel, climb, bend to pick up or move heavy objects up to 50 lbs; crawl through various areas requiring moving on hands and knees; walk for long distances; walk on sloped ground/floor and uneven surfaces; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; ability to perform tasks requiring visual color discrimination; ability to detect odors and aromas; verbal communication; use of office equipment including computers, telephones, calculators, typewriters, copiers, and FAX.

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
SENIOR AGRICULTURAL AND STANDARDS INSPECTOR

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
SENIOR AGRICULTURAL AND STANDARDS INSPECTOR

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

1. Please indicate which State of California licenses you possess and the date issued:

_____Pesticide Regulation _____Investigative & Environmental Monitoring

_____Integrated Pest Mgmt. _____Pest Prevention & Plant Regulation

_____Commodity Regulation _____Transaction & Product Verification

_____Weight Verification _____Measurement Verification

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

3. 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.

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