

GEORGIA DEPARTMENT OF AGRICULTURE

JOB ANNOUNCEMENT

Gary W. Black, Commissioner



- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

JOB TITLE:	TS: AGRICULTURE INSPECTOR (EL) [FORMERLY MEAT INSPECTOR TRAINEE] OR TS: AGRICULTURE INSPECTOR (WL) [FORMERLY MEAT INSPECTOR 1]
POSITION NUMBER:	00051872
LOCATION:	ANIMAL INDUSTRY DIVISION, MEAT INSPECTION, DISTRICT 1 <i>(APPLICANT MUST RESIDE IN COBB COUNTY OR SURROUNDING COUNTIES OF FULTON, DOUGLAS, PAULDING, BARTOW, OR CHEROKEE OR THEY MUST BE WILLING TO RELOCATE.)</i>
POSTING DATE:	MAY 29, 2014
APPLICATION DEADLINE:	OPEN UNTIL FILLED
WHO MAY APPLY:	ALL QUALIFIED APPLICANTS
PAY GRADE:	MEAT INSPECTOR TRAINEE – PAYGRADE 11 MEAT INSPECTOR 1 – PAYGRADE 12
ENTRY SALARY:	MEAT INSPECTOR TRAINEE - \$2,026.83/MONTH MEAT INSPECTOR 1 - \$2,222.68/MONTH

DESCRIPTION OF DUTIES: *APPLICANT MUST RESIDE IN COBB COUNTY OR SURROUNDING COUNTIES OF FULTON, DOUGLAS, PAULDING, BARTOW, OR CHEROKEE OR THEY MUST BE WILLING TO RELOCATE.* Inspects red meat, red meat products, and meat processing facilities to determine compliance with regulatory standards. This includes ante-mortem and post-mortem inspections. This position requires that you have your own personal transportation and be willing to work in adjoining areas as dictated by program requirements (travel outside circuit is expected to be less than 15%).

1. Advises farmers and growers of development programs or new equipment and techniques to aid in quality production, applying agricultural knowledge

1. Performs inspection activities according to appropriate established regulations, directives and procedures in an efficient manner.
2. Thoroughly examines animals and accurately separates abnormal from normal animals.
3. Evaluates carcasses to determine whether to be passed for food or retained for veterinarian's disposition according to established criteria.
4. Maintains security items and blood program requirements and assures proper branding according to established procedures.

2. Collects samples of petroleum products, pests or suspected diseased animals and routes to laboratory for identification and analysis

1. Performs plant sanitation evaluation according to established policies and procedures.
2. Monitors establishment documentation according to established policies and procedures.
3. Initiates appropriate corrective action when violations occur; Assures corrective action is taken by plant management within established timeframe.
4. Confers with plant management to help prevent repeat occurrences.

3. Examines, weighs, and measures commodities, such as poultry, eggs, meat, and seafood to certify wholesomeness, grade, and weight

1. Inspects for proper marking, handling, and labeling, etc. of parts and products according to established rules and regulations
2. Accurately calculates allowable limits of fat, moisture and restricted ingredients in products/formulations according to established rules and regulations; Assures conformance standards for net weights.
3. Takes appropriate numbers and types of laboratory samples; Follows proper mailing procedures; Accurately interprets results of lab findings.
4. Controls condemned carcasses and parts for denaturing according to established procedures.
5. Controls inedible returned goods for proper trimming or denaturing and tanking according to established procedures.

4. Inspects facilities and equipment for accuracy, sanitation, and compliance regulations

1. Monitors establishments for effective control according to established regulations.
2. Requires plant control of on-premise pesticides.
3. Establishes and enforces pest control as required.

5. Inspects horticultural products or livestock to detect harmful disease, infestation or growth rate

1. Documents and records all inspection findings in an accurate and timely manner according to established policies and procedures.
2. Completes time and leave reports within established timeframes.
3. Maintains manual, regulations, directives, and related notices; Reviews to assure current conditions are reflected.

6. Inspects livestock to determine effectiveness of medication and feeding programs

1. Trains less experienced employees in simple to complex meat inspection activities as required.
2. Reports and documents the progress of employees in training; Notes deficiencies and collaborates with supervisor on changes of assignment and work schedules.
3. Serves as Inspector-in-Charge at multi-inspector meat processing operation.

7. May testify in legal proceedings

1. Performs both planned and emergency relief inspection as required.
2. Accepts and adapts to changes in assignments from day to day in a positive and effective manner.
3. Serves as supervisor in emergency situations; Maintains knowledge of all assignments in District in order to schedule/reschedule inspectors as required.

8. Writes reports of findings and recommendations and advises petroleum vendors, farmer, grower, or processor of corrective action to be taken

1. Treats customers with respect, courtesy and tact; listens to customer and interacts with customer as a person while maintaining business relationship.
2. Communicates with customers and obtains all required information necessary to determine and address their specific needs; tactfully explains why, if service cannot be provided.
3. Provides clear, accurate information; explains procedures or materials or provides supplemental information; anticipates problems and questions.

9. Interacts with all levels of state government in a way that promotes respect, encourages cooperation and contributes to excellent performance. (Performed by all incumbents)

1. Treats all other state personnel fairly giving no one preferential treatment.
2. Communicates accurate information to all other state personnel in a professional and courteous manner that conveys a willingness to assist.
3. Accepts direction and feedback from supervisors and follows through appropriately.
4. Accepts responsibility for mistakes and takes action to prevent similar occurrences.
5. Uses appropriate, established channels of communication.

MINIMUM QUALIFICATIONS:

Meat Inspector Trainee – Completion of high school diploma or GED AND One year of experience in the area of assignment
OR

Completion of two years of college which included 12 semester/20 quarter hours in chemistry or life sciences

OR

Completion of a vocational-technical program in agriculture, horticulture, environmental science, pest control, entomology or a close related field.

Meat Inspector 1 - Completion of two years of college which included 12 semester/20 quarter hours in chemistry or life sciences

OR

Completion of a vocational-technical program in agriculture, horticulture, environmental science, pest control, entomology or a close related field

AND

One year of experience in a directly related area

OR

Two years of experience at an equivalent to the lower level.

NOTE: If you are applying for this position based on the college credit, then you will need to submit a copy of your **official** college transcript to the Georgia Department of Agriculture, Personnel Office, 19 Martin Luther King, Jr. Drive, Room 300, Agriculture Building, Atlanta, Georgia 30334 to help us determine if you meet the qualifications for this position. Failure to submit a transcript will result in not being eligible for this specific position.

PREFERRED QUALIFICATIONS: *Preference will be given to applicants, who, in addition to meeting the Minimum Qualifications, possess knowledge, skills and abilities in the following areas:*

- State or Federal Meat Inspection experience;
- Computer skills including knowledge and experience with Microsoft Windows is desirable.

HOW TO APPLY: (WE ACCEPT APPLICATIONS AND/OR RESUMES BY EITHER TRANSMISSION LISTED BELOW.)

- Mail a completed State of Georgia application and/or resume to Daphne Hanna, Georgia Department of Agriculture, Personnel Office, Room 300, Agriculture Building, 19 Martin Luther King, Jr. Drive, S.W., Atlanta, Georgia 30334;
- Fax a completed State of Georgia application and/or resume to Daphne Hanna at (404) 463-8196;
- E-mail a completed State of Georgia application and/or resume to Daphne.Hanna@agr.georgia.gov.

PLEASE REFERENCE THE JOB TITLE AND POSITION NUMBER WHEN APPLYING.

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED, BUT MAY NOT NECESSARILY RECEIVE AN INTERVIEW.

NO NOTIFICATION WILL BE SENT TO APPLICANTS EXCEPT THOSE WHO ARE SELECTED FOR INTERVIEWS.

**AN EQUAL OPPORTUNITY EMPLOYER
IF YOU NEED AN ACCOMMODATION FOR AN INTERVIEW,
PLEASE CONTACT THE PERSONNEL OFFICE AT (404) 656-3615.**