

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

ANIMAL AND ANIMAL PRODUCTS INVESTIGATOR TRAINEE

POSITION CODE: 01075
Effective: 7-16-84

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision, for a period of from six to twelve months, receives formal and on-the-job training in the investigation of complaints and enforcement of state and federal meat, poultry and livestock laws and associated rules and regulations; conducts closely supervised investigations of retail food markets, slaughterhouses, and other facilities dealing with animals, meat and poultry and meat and poultry products in response to reported or alleged violations; gains practical experience and knowledge of the process of gathering and documenting evidence, determining compliance and initiating corrective action where violations are found.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Participates in routine investigations of retail food markets, livestock facilities, transport vehicles, slaughterhouses and other facilities dealing with animal and animal products, assuring proper identification, labeling, inspection brands, etc.; gathers evidence and documents and prepares reports for supervisory review.
2. Receives formal and on-the-job training in the application of laws, rules and regulations administered by the Division of Meat, Poultry and Livestock Inspection; attends meetings, seminars, workshops and conferences to develop knowledge of agency regulations and procedures.
3. Prepares and maintains routine records and reports of investigation findings.
4. Participates in gathering evidence to support formal complaints filed with the State's Attorney.
5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

ANIMAL AND ANIMAL PRODUCTS INVESTIGATOR TRAINEE (Continued)

DESIRABLE REQUIREMENTS:

Education & Experience

Requires knowledge, skill and mental developmental equivalent to the completion of two years of college with coursework in animal husbandry or law enforcement or a related field.

Knowledges, Skills and Abilities

Requires elementary knowledge of federal and state statutes, rules and regulations administered by the Division of Meat, Poultry and Livestock Inspection.

Requires elementary knowledge of procedures utilized in gathering and assembling evidence, interpreting compliance, and in initiating formal corrective action on violations.

Requires elementary knowledge of techniques utilized in the examination of animal and animal products to ensure compliance in making recommendations for appropriate regulatory measures in cases involving unlicensed animal and animal product facilities.

Requires the ability to apply federal and state statutes, rules and regulations in the inspection and investigation of animal and animal products.

Requires ability to determine noncompliance and prepare and maintain routine records and reports.

Requires ability to examine animal and animal products to detect the presence of disease and/or ensure compliance with labeling and packaging requirements.

Requires ability to follow oral and written instructions.

Requires ability to maintain satisfactory working relationships with animal and animal products dealers, consumers and other employees and interpret and explain applicable rules and regulations.

Requires ability to perform inspections of animal and animal products facilities to determine compliance with animal health, record keeping and sanitation requirements.

Requires ability to initiate formal corrective action against animal and animal products facilities in violation and to recommend appropriate regulatory measures in cases involving unlicensed animal and animal products facilities.

Requires ability to absorb and understand a wide variety of information obtained through formal and on-the-job training.