

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

PRODUCTS AND STANDARDS INSPECTOR TRAINEE

POSITION CODE: 34605

Effective: 12-16-97

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, participates in an agency approved training program of six to twelve months duration in the inspection and investigation of products sold on the basis of weight, measure or count; receives training and orientation in inspection techniques, testing commercially used weighting and measuring devices, inspecting prepackaged commodities and inspecting scanning devices; receives training and performs controlled assignments under close supervision of the line supervisor or experienced inspector, e.g., Stage II Vapor Recovery inspections, collection of motor fuel samples for quality analysis, calibration of regulatory and industry standards of mass, volume and linear measure in the Metrology Laboratory; receives training in the Grain Moisture Meter Testing Laboratory; inspects and grades eggs for quality assurance.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Participates in on-the-job training and conducts annual mandatory and special inspections and investigations of weighing and measuring devices and retail and wholesale liquid measuring devices; receives training in special testing equipment and follows technical procedures; receives training in the proper completion of inspection/investigation reports and maintains accurate records of such activity.
2. Attends and participates in workshops, meetings, institutes, and other learning experiences; participates in development programs which include in-depth studies, application and interpretation of state and federal laws governing agricultural industry regulation and consumer protection.
3. Functions as an apprentice in the field under the guidance of an experienced inspector and/or supervisor.
4. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of two years of college, preferably, with coursework in fields relating to business, management or communications.

## PRODUCTS AND STANDARDS INSPECTOR TRAINEE (Continued)

### Education and Experience (Continued)

May require ability to successfully complete at least one module in the National Training Program of the National Conference on Weights and Measures.

Requires an appropriate valid driver's license and/or the ability to travel.

May require ability to obtain a USDA shell egg surveillance license, during trainee period, when grading eggs.

### Knowledges, Skills and Abilities

Requires working knowledge of mathematics to determine designated tolerances and tare allowances.

Requires ability to successfully pass a medical examination and to lift at least 50 pounds or in scale weight.

Requires ability to acquire working knowledge of the procedures for inspecting and testing commercially used devices.

Requires ability to sustain long periods of city and highway driving.

Requires ability to learn to accurately fill out forms and reports; in order to make sure that the public or the proprietor is not being cheated and that the government receives just revenues.

Requires ability to learn the laws and regulations pertaining to the kind of inspection work assigned, National Institute of Standards and Technology and department documents.

Requires ability to communicate with associates, businesses and general public regarding department standards, procedures, and regulatory information.

Requires ability to collect samples in accordance with the department standards, rules and chain of custody.

Requires ability to follow instructions and established department policy and to refer questions, where trainee is not sure, to the supervisor or to the bureau chief.

Requires ability to learn how to expeditiously inspect, check, sample or investigate complaints using procedures described in manuals and Handbook 44 for each type of inspection.

Requires ability to learn how to advise all interested persons concerning provisions of the law and to assist industry representatives in complying with the provisions of the law.

Requires ability to learn to take regulatory enforcement by use of established procedures.

Require ability to climb, work in an environment with dust, chemicals, gasoline, livestock, refrigerated areas and outside during all seasons.

Requires ability to write legibly and comprehensively.

Requires ability to learn to effectively testify in a court of law and at administrative hearings regarding the results of inspections and investigations performed.