

WAREHOUSE EXAMINER

KIND OF WORK

Financial auditing and investigation of public, private, local, or general warehouses.

NATURE AND PURPOSE

An employee in this class conducts periodic audits and investigations of the books, records and practices of public, private, local, or general storage warehouses in an assigned area to determine the adequacy of the liability bond covering the operator and to detect the existence of fraud or illegal practices in the buying, handling, storing and selling of grain, or storage of goods, wares, or merchandise for compensation.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Performs audits and examines periodically the purchase records, storage receipts and other books and records of public, private, local, or general storage warehouses.

Investigates violations and complaints involving the buying, handling, storing, and selling of grain or merchandise and writes reports based on them.

Determines amount and grade of grain stored in public warehouses.

Interprets laws and regulations.

Investigates activities of truck grain purchasers and hay and straw buyers, and gathers evidence and signs complaints against unlicensed purchasers.

Prepares daily and weekly reports of activities.

May personally adjust minor complaints and violations in the field.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of accounting principles, practices and procedures and the ability to apply them to the review of financial records.

Working knowledge of methods and procedures involved in the buying, handling, storing and selling of grain.

Working knowledge of various kinds and grades of grain.

Ability to:

Measure the physical stock.

Interpret pertinent legal requirements.

Make investigations and prepare reports.

Understand and carry out written and oral instructions.

Maintain effective working relationships with warehouse personnel.

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Rev.: 12/59, 5/68, 11/80
Ckd.: 12/92

T.C.: 6/45, 11/80
Former Title(s): Grain Warehouse Inspector
Grain Warehouse Examiner