



West Virginia Department of Agriculture

1900 Kanawha Blvd. E., Charleston, WV 25305
304-558-3550

Walt Helmick
Commissioner

VACANCY ANNOUNCEMENT

Title: Product Registration Specialist
Division: Regulatory and Environmental Affairs
Headquarters: Gus R. Douglass Agriculture Center Charleston, WV

Salary: \$34,000.00

**Send WVDA
Resume &
Application to:** Anne Oravec, Executive Assistant
West Virginia Department of Agriculture
1900 Kanawha Boulevard, East
Charleston, WV 25305-0170
Phone: 304-558-2221
E-mail: aoravec@wvda.us

Application can be obtained at; <http://www.agriculture.wv.gov/>

Closing Date: Open Until Filled

Nature of Work: An employee in this class performs some of the duties of a professional in a supportive role, assuming responsibility for administrative detail requiring a close relationship to the day to day work of the supervisor. The work of the position deals primarily with the registration and renewal of feed, fertilizer, lime and seed.

Examples of Work Performed:

- Confers and corresponds with interested parties requesting assistance, instruction or interpretation of applicable laws and regulations pertaining to registration, label reviews and/or tonnage-reporting of animal feeds, commercial fertilizers, seed and liming materials, and soil amendments.
- Utilizing USA PLANTS computer programs, maintains accurate and current databases of all companies (animal feed, fertilizer, soil amendments, seed and agricultural lime) and their products registered for sale within the boundaries of the State of West Virginia.
- Utilizing USA PLANTS computer programs, maintains seed poundage, maintains fertilizer and lime tonnage reporting.
- Oversees the WVDA product registrations of companies selling fertilizer, soil amendments, seed and agricultural lime within the boundaries of the state.

- Reviews product labels and determines acceptability for fertilizers, soil amendments and liming materials.
- All registrations and correspondence with Fertilizer Formulators and Fertilizer Storage Permits.
- Reconciliation of daily revenue reports.
- Performs necessary clerical work, including maintenance of the applicable computer systems for the program, for the all duties as outlined above.
- Assists in drafting of laws and regulations as needed for regulating agricultural products.
- Attends conferences with or without a supervisor in order to keep abreast of new technologies and/or assist with the implementation of new program procedures.
- Performs related work as required or as guided by the division director.
- Other duties as assigned.

Working Conditions: Sitting, standing, walking, and operating a computer and other office equipment.

Required Knowledge, Skills and Abilities:

- Knowledge of the functions and objectives of the Department.
- Knowledge of the laws and regulations pertaining to the program area.
- Ability to maintain detailed records according to a prescribed format.
- Ability to deal with the public in an effective and courteous manner, and to establish and maintain effective working relationships with supervisors, associates, other organizations, and the general public.
- Ability to analyze operational procedures and prepare reports of findings and recommendations for modifications.
- Ability to establish and maintain effective working relationships with others.
- Knowledge of computers and software including Microsoft Office (Word, Excel, PowerPoint, and Access)
- Ability to operate data processing and word processing programs.
- Knowledge of animal nutrition, lime, seed and fertilizer land application and soil amendments useful.

Required Knowledge, Skills and Abilities:

- Ability to communicate well both orally and in writing
- Ability to be detailed oriented
- Knowledge of developing forms as necessary
- Prior knowledge of USAPLANTS helpful, but not required.
- Occasional travel may be required along with overnight travel

Additional Requirements

- Dependable transportation required and proof of insurance
- Satisfactory completion of pre-employment drug and alcohol testing
- Satisfactory completion pre-employment law enforcement background investigation, including DMV records
- Valid driver's license

Minimum Training and Experience Requirements:

Training: Education equivalent to graduation with a two year Associate Degree in Office Management.

Experience: Four years of full-time paid employment in office work, one of which must have included complex or administrative duties.

Substitution: A degree obtained from an accredited four-year college or university may be substituted for the experience requirement.

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EQUAL EMPLOYMENT OPPORTUNITY

The West Virginia Department of Agriculture (WVDA) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, WVDA complies with applicable state and local laws governing nondiscrimination in employment in every location in which it has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.