



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

**JOB SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>BRAND INSPECTOR</b>	<b>23</b>	<b>C</b>	<b>1.514</b>
<b>SUPERVISOR I, BRAND INSPECTOR</b>	<b>25</b>	<b>C</b>	<b>1.512</b>
<b>SUPERVISOR II, BRAND INSPECTOR</b>	<b>27</b>	<b>C</b>	<b>1.510</b>

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**JOB SUMMARY**

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Brand Inspectors receive and respond to requests for brand inspections for the change of ownership, slaughter, transportation, or to determine proof of ownership of livestock.

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**JOB DUTIES**

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**BRAND INSPECTOR**

1. Visually inspect livestock for brands, identification marks, colors, gender, tattoos, and other identifiers.
2. Clip or shave animals to clearly observe identifiers to determine legal ownership and lawful transfer.
3. Record identifiers, number of animals, locations of inspection, destination, and other required information for the legal sale, lawful transportation, slaughter, and issuance of brand inspection clearance certificates.
4. Verify animal health documents required for transportation purposes.
5. Complete documentation, forms, logs, and mandatory security and equipment safety training.
6. Confirm requestor is current with applicable fees, assessments, and licensing.
7. Calculate, collect, and remit inspection fees and required documentation.
8. Inspect animals prior to sale at livestock auctions to determine legal ownership.
9. Perform related duties as assigned.

**SUPERVISOR I, BRAND INSPECTOR**

1. Duties required at the previous level, AND:
2. Oversee the day-to-day supervision of an assigned unit.
3. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
4. Perform related duties as assigned.

**SUPERVISOR II, BRAND INSPECTOR**

1. Duties required at the previous levels, AND:
2. Plan, organize, and oversee activities and operations.
3. Assist in the development, review, revision, and implementation of policies and procedures.
4. Ensure adherence to agency policies and procedures.
5. Prepare narrative and statistical reports on activities.
6. Assist with budget development and monitor and maintain assigned budget.
7. Perform related duties as assigned.

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**ESSENTIAL QUALIFICATIONS**

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**EXPERIENCE AND EDUCATION**

**BRAND INSPECTOR**

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

**SUPERVISOR I, BRAND INSPECTOR**

Two or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and graduation from high school or equivalent education.

**SUPERVISOR II, BRAND INSPECTOR**

Three or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience and graduation from high school or equivalent education.

**KNOWLEDGE, SKILLS, AND ABILITIES**

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

**BRAND INSPECTOR**

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Addition, subtraction, division, and multiplication.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Work around and handle livestock; work outdoors in inclement weather.
- Read, identify, and distinguish brands; read and interpret forms and documents; write clearly and complete required forms; navigate, search, input, edit, save, and print information.

**SUPERVISOR I, BRAND INSPECTOR**

Knowledge, skills, and abilities required at the previous levels, AND:

Knowledge of:

- Brand identification, animal breeds, gender identification, and other types of identification; brands and marks recorded within the State; animal health laws and regulations pertaining to livestock.
- Principles and practices of supervision and training.

Ability to:

- Maintain effective working relationships.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.

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- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

**SUPERVISOR II, BRAND INSPECTOR**

Knowledge, skills, and abilities required at the previous levels, AND:

Knowledge of:

- State budgeting.
- Determination and identification of stray/stray animals.

Ability to:

- Monitor and maintain assigned budgets; establish and maintain effective working relationships with coworkers, other agencies, livestock owners, and the public.

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**SPECIAL REQUIREMENTS**

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1. A valid Nevada driver’s license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

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**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

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PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:  
(Check all that apply)*

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|---|--|--|--|---|
| <input checked="" type="checkbox"/> standing  | <input type="checkbox"/> running                     | <input checked="" type="checkbox"/> lifting, 20 lbs  | <input checked="" type="checkbox"/> observing  | <input checked="" type="checkbox"/> turning |
| <input checked="" type="checkbox"/> walking   | <input checked="" type="checkbox"/> bending/stooping | <input checked="" type="checkbox"/> carrying, 20 lbs | <input type="checkbox"/> tasting               | <input type="checkbox"/> throwing           |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting          | <input checked="" type="checkbox"/> pushing, 20 lbs  | <input checked="" type="checkbox"/> kneeling   | <input checked="" type="checkbox"/> hearing |
| <input checked="" type="checkbox"/> climbing  | <input checked="" type="checkbox"/> reaching         | <input checked="" type="checkbox"/> pulling, 20 lbs  | <input checked="" type="checkbox"/> stretching | <input type="checkbox"/> smelling           |

*Indicate any other requirements which are essential to the successful performance of this job:  
(Check all that apply)*

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|---|--|
| <input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing)     | <input checked="" type="checkbox"/> Ability to understand technical manuals  |
| <input checked="" type="checkbox"/> Ability to speak                                      | <input checked="" type="checkbox"/> Ability to work amicably with co-workers   |
| <input checked="" type="checkbox"/> Ability to write legibly in English                   | <input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time  |
| <input checked="" type="checkbox"/> Ability to read instructions and numbers in English   | <input checked="" type="checkbox"/> Ability to follow supervisor's instructions  |
| <input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions | <input checked="" type="checkbox"/> Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings |

*Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.*

The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.