

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: AGRICULTURE SPECIALIST III -
Crops

SALARY GROUP: A15

DEPARTMENT: Agribusiness, Land and Minerals

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Matt Demny DATE: 03/01/2016

POSITION #: 023036

I. JOB SUMMARY

Performs complex agricultural work. Work involves producing crops and agricultural commodities; and monitoring the activities of assigned offenders. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Provides technical assistance in planting, cultivating, and harvesting row or garden crops; and oversees farm program operations.
- B. Assists in producing, processing, and distributing agricultural commodities.
- C. Oversees the operation of agricultural machinery; and assists in construction, repair, and maintenance of agricultural facilities.
- D. Implements an established training program; assists in maintaining inventory of materials and supplies; and assists in maintaining records and prepares related correspondence and reports.
- E. Maintains security of tools, machinery, and equipment; responds to emergency situations; searches for escaped offenders; transports assigned offenders; and performs various correctional and custodial functions.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Graduation from an accredited senior high school or equivalent or GED and three years full-time, wage-earning experience in crop production, crop production agriculture programs, or farm equipment management and repair

or

thirty semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) with six semester hours in an agriculture-related field and two years full-time, wage-earning experience in crop production, crop production agriculture programs, or farm equipment management and repair

or

sixty semester hours from a college or university accredited by CHEA with twelve semester hours in an agriculture-related field and one year full-time, wage-earning experience in crop production, crop production agriculture programs, or farm equipment management and repair.

2. Construction, maintenance, or farm equipment management and repair experience preferred.
3. Must have or be able to obtain a Texas Department of Agriculture Non-commercial Pesticide Applicator's license within six months of employment date.

Selected applicants without required license(s) must sign a *Credential Contingency Agreement* that will remain in effect only until the initially established expiration date. Failure to comply with this contingency statement will result in separation from employment. *Credential Contingency Agreements* will not be extended or renewed as a result of an employee's separation from employment or acceptance of another position.

Must maintain valid license(s) for continued employment in position.

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B. Knowledge and Skills

1. Knowledge of edible or field crop management methods and techniques.
2. Knowledge of agricultural facilities construction and repair methods and procedures.
3. Knowledge of pesticide, fertilizers, and application practices and procedures.
4. Knowledge of harvesting and safe handling practices for various edible or field crops.
5. Knowledge of inventory control practices and techniques.
6. Knowledge of purchasing procedures preferred.
7. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
8. Skill to communicate ideas and instructions clearly and concisely.
9. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
10. Skill to interpret and apply guidelines in the farming operations.
11. Skill in problem-solving techniques.
12. Skill in the construction and repair of agricultural facilities to include pens, fences, cattle guards, and sheds.
13. Skill to prepare and maintain accurate records, files, and reports.
14. Skill to monitor and oversee the work of offenders.
15. Skill to train others.

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IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, working around moving objects or vehicles, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, cold, humidity, dampness and chill, dry atmosphere, excessive or intermittent noise, pesticides, dust, fumes, smoke, gases, grease, oils, slippery or uneven walking surfaces, working at heights, working on ladders or scaffolding, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, tractors, trailers, hand tools, various farm equipment and implements, telephone, and automobile.