

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

WAREHOUSE CLAIMS SPECIALIST

POSITION CODE: 48780
Effective: 5-30-86

DISTINGUISHING FEATURES OF WORK:

Under general direction, functions as a project leader of warehouse examiners in closing of insolvent elevators; functions as an advanced resource worker to warehouse examiners on warehouse claims; functions as project leader providing management coordination in closing of insolvent grain companies and reviews Class I examinations for problem situations; conducts claim hearings for insolvent elevators.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Reviews all Class I exams (exams of warehouses which issue negotiable receipts); identifies problems with elevators and initiates corrective measures; maintains control of memorandums of adjustments issued in conjunction with examination; processes warehouse amendments.
2. Directs field personnel in closings of insolvent elevators; merchandises remaining grain; certifies payment of grain producers; works with prospective successors to business; testifies at hearings in case of prosecution of management; assumes responsibility for all closing activities; controls cash receipts and disbursements.
3. Assumes advisory responsibility for facilitation of warehouse examining system; proposes changes in legislation; evaluates proposed changes in legislation and procedures from examiners and others; directs and advises field examiners and clerical staff on policies and procedures; participates in ongoing training system.
4. Conducts claim hearings for insolvent elevators; delivers speeches to industry meetings; testifies at hearings of troubled elevators.
5. Reviews (approves or disallows) warehouse storage rates for legal correctness.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

WAREHOUSE CLAIMS SPECIALIST (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college with course work in fields related to accounting, auditing, business and agriculture.

Requires three years progressively responsible professional work experience in grain warehouse examination or a related field.

Knowledges, Skills and Abilities

Requires thorough knowledge of liquidation procedures for insolvent elevators.

Requires extensive knowledge of agricultural economics.

Requires extensive knowledge of grain warehouse financial records and reports.

Requires extensive knowledge of the methods and procedures used in the conduct of warehouse examinations.

Requires extensive knowledge of the methods and procedures used in the review of financial records and reports.

Requires extensive knowledge of the rules, regulations, and laws relative to warehouses.

Requires working knowledge of accounting practices and principles.

Requires working knowledge of the laws, rules, and regulations relative to warehouse acquisitions, bankruptcies and liquidations.

Requires ability to conduct and act as project leader in warehouse examinations and elevator closings.

Requires ability to communicate in oral and written form.

Requires ability to gain and maintain positive working relationships with agency and elevator personnel and others.

Requires ability to diagnose and identify problems and opportunities for improvement in the warehouse examination system.

Requires ability to propose and facilitate implementation of legislative, policy and procedural changes to warehouse examination system.