

## **Oklahoma Horse Racing Commission**

### **Job Description: Oklahoma-Bred Inspector**

#### **Definition:**

Under direction of the Executive Director, the Oklahoma-Bred Inspector, a full-time [unclassified] employee, performs specialized inspections involving the Oklahoma-Bred program and Oklahoma Breeding Development Fund Special Account; gathers, assembles and presents statements and other evidence; and prepares written reports concerning the inspections.

#### **Example of Work Performed:**

Inspect eligibility and/or location of Oklahoma-Bred broodmares, stallions, racing stock or any horse requesting or receiving funds from the Oklahoma-Bred Program or Oklahoma Breeding Development Fund Special Account.

Work with the Executive Director and Oklahoma-Bred department, to identify possible Oklahoma-Bred compliance violations within Chapter 75 of the Rules of Racing.

Assist in preparing and proofing Oklahoma-Bred awards charts. Enter data into computer program.

Assist in processing Oklahoma-Bred stallion, broodmare and racing stock applications preparation for accreditation and send notifications to owners of items needed for completion of accreditation.

Enters/updates pertinent information into Registry database.

Prepare written reports.

Perform related work as required.

#### **Knowledge, Skills and Abilities:**

Knowledge of equine science, and horse identification.

Excellent skills on conducting inspections and written reports.

Ability in dealing with the general public and horsemen in complex and sometimes difficult situations while maintaining courtesy and diplomacy.

Skill in researching and analyzing technical data and comprehending all applicable procedures, rules, regulations, and statutes to ensure compliance of participants enrolled in the Oklahoma-Bred Program or Oklahoma Breeding Development Fund Special Account.

Excellent general knowledge of elementary office practice and procedures, including spelling, punctuation, grammar usage and proofreading ability.

Ability and willingness to follow written and oral instructions.

**Education and Experience:**

High school diploma or GED equivalent. At least one year's experience in an equine related program, horse racing industry, breeding farm, equine veterinary clinic, or Inspector position.

**Special Requirements:**

Applicants must possess a valid Oklahoma Driver's license and be willing and able to fulfill all job-related travel normally associated with the position. This position requires 50% travel. Must be able to work around horses, identify markings, and conduct inspections and be able to work unusual hours when necessary.

The successful applicant must be fingerprinted and checked through OSBI, FBI and ARCI as a part of a standard background investigation which includes the Commission checking with the applicant's prior employers and available references.

Commission employees are prohibited from wagering on any horse race over which the Commission has jurisdiction and are prohibited from owning in whole or in part any horse which races at a Commission-licensed racetrack.

Commission employees and their immediate families are prohibited from receiving purse supplements, stakes, rewards, stallion awards, broodmare awards, or breeder's awards of any kind, or marketing, promotion, or advertising monies of any kind from the Oklahoma Breeding Development Fund Special Account administered by the Commission pursuant to Section 208.3 of the Oklahoma Horse Racing Act. "Immediate family" has the meaning provided by Rule 257:1-1-2 of the Rules of the Ethics Commission, Chapter 62 App. of Title 74 of the Oklahoma Statutes.

