

Agricultural Marketing Service
Cotton Division
Grading Branch
Classing Office
Agricultural Marketing Specialist (General)
GS-1146-7
Field Representative

SJ CN17

I. INTRODUCTION

This position is located in a classing office of the Cotton Division. This office is one of several classing offices located in a major cotton producing area through which are administered programs on cotton, cottonseed, cotton linters, and related commodities provided for in legislative and administrative requirements in connection with standards, marketing services and regulatory responsibilities.

Incumbent serves as field representative and the duties of this position require contacts with cotton farmers, ginners, agricultural agents and leaders and others.

II. DUTIES AND RESPONSIBILITIES

A. Inspection of Cotton Sampling

Performs part of the work for counties located in the classing office's cotton producing area, such as establishing and maintaining contacts with farmers, organized groups of farmers, farm community leaders, cotton ginners and others relative to the benefits derived from cotton classification and market news services. Incumbent works with county agents and other agricultural leaders concerning problems of sampling, marketing, and distribution. Inspects sampling procedures with licensed cotton samplers and discusses any inadequacies of sampling and demonstrates proper procedures. Where sampling irregularities are found, makes on-the-spot corrections. This involves persuading the sampler, tactfully but firmly, to draw samples using procedures prescribed by the Division. Incumbent points out that an improperly drawn sample may not represent the actual grade of the cotton. Prepares a report of each inspection.

B. Oil Mill Inspection of Seed Sampling Equipment and Procedures

Incumbent visits licensed samplers at cottonseed oil mills and checks the operation and equipment. Regularly inspects or observes the procedures used by the sampler in obtaining and preparing an official sample and duplicate sample from a load of cottonseed. Recommendations for correcting any irregularities found in the method or manner in which such sample is obtained

are made to the supervisor and the oil mill manager. Confers with managers of oil mills on other matters relating to regulations covering the cottonseed grading program.

C. Collects Market News Information

Collects, summarizes, and analyzes market information on price, volume, quality, and movement of cotton and cottonseed from producers, ginnerers, merchants, oil mill representatives, and others. Data collected is furnished to the headquarters office for inclusion in market news reports.

D. Classer Training

Incumbent assists in preparing reports and other data that are compiled in the classing office. Works in the classing laboratory training behind qualified cotton classers and classing a number of samples each day in accordance with official cotton standards, rules, and regulations. Examines the layers of lint in the cotton sample to appraise or evaluate the combination of grade factors, including quality and distribution of foreign matter, color, and preparation; pulls staple by drawing several tufts of fibers from samples and lapping and overlapping, and paralleling the fibers to ascertain the length of a typical portion of the fibers in the samples; and considers such character factors as uniformity, strength, fiber fineness, and maturity.

III. JOB CONTROLS

Incumbent works under the supervision of the Area or Assistant Area Director. Although field work and travel are discussed in advance, the employee has some latitude concerning how to accomplish assignments and results. Because much the work is done in travel status, the incumbent must use judgment in determining on-the-spot solutions to various problems. However, unusual problems or policy issues are referred to the supervisor. Work is reviewed by the Area Director or Assistant Area Director for conformance to Division policy.

IV. OTHER

Incumbent represents the classing office in connection with Cotton Division programs concerning cotton growers, ginnerers, sampling agents, agriculture leaders and others. Incumbent must have acquired a knowledge of field procedures and techniques and of Cotton Division programs. Work involves explaining various programs and securing information for Cotton Division projects and activities.

Incumbent provides office with information on stage of harvest and backlog gins and warehouses, which is very beneficial to work load planning in office. Also reports general satisfaction or dissatisfaction of growers that may require special attention.

Assists with investigations of complaints of classification and of alleged violations in connection with various Acts covering Division work. Weekly reports are prepared summarizing activities and conditions relating to Cotton Division programs carried out during the week.