

Agricultural Marketing Service
Office of the Deputy Administrator for Marketing Programs
Cotton Division
Grading Branch
Classing Office
Official Title: Laborer Leader
Working Title: Lead Production Assistant
WL-3502-01

SJ CN34

I. INTRODUCTION

The Classing Office carries out assigned Cotton Division programs within a designated geographical area. Programs include the classification of cotton, market news service, statistical procedures incidental to quality estimates of the cotton crop and annual carryover, cottonseed sampling, and other marketing and allied regulatory responsibilities.

Serves as a working leader of Production Assistants engaged in performing a number of manual tasks in preparing cotton for classing. As such, the incumbent provides technical guidance for 5 to 10 employees.

II. RESPONSIBILITY

Orients and trains newly hired Production Assistants. Maintains continuous supervision of production and review of completed work. Distributes and balances workload among employees. Checks working conditions of employees such as lighting, ventilation, safety, etc.

Works along with other Production Assistants in setting the pace and demonstrating proper work methods. Reports to supervisor on status and progress of work and causes of work delays.

Receives sacks of cotton samples. Unloads and stacks sacks in receiving area of cotton laboratory or in warehouses. Removes shipping tags, opens sacks, and lays samples in cotton classing trays. Carries trays to the classing tables.

Gathers loose cotton and places it in containers, weighs containers, records the weight on prepared forms, and stacks containers in a storage area.

Checks and records moisture content of cotton samples prior to testing with moisture meter.

Oversees the cleaning of the classing laboratory.

Monitors the baling of loose cotton. Insures straps are in place. Moves bales to storage area

and weighs cotton bales and records bale weights.

III. KNOWLEDGE AND SKILL

Knowledge of Classing Office operations to ensure correct materials and equipment are available and samples are handled in the proper manner.

Skill and knowledge in safety and housekeeping rules to ensure that rules and procedures are adhered to.

Manual skill to lift, open, remove contents, repack and tie sacks of cotton samples.

Ability to prepare shipping tags and record grade and staple of cotton samples by symbol and code and read a moisture meter and record moisture readings of cotton samples.

Knowledge of the operation of a cotton bale press.

IV. PHYSICAL EFFORT

Requires routine, strenuous effort in lifting bags of cotton which weigh up to 40-50 pounds. Occasional stooping, bending, and climbing are required. May require long periods of standing on concrete floors.

V. WORKING CONDITIONS

Most of the work is performed inside in the Classing Office (laboratory, loading dock, and storage area. Is exposed to cotton dust and lint and danger from lifting and possible falls. May require travel by vehicle to external warehouses.

VI. JOB CONTROLS

Supervision and Guidance Received: The employee is under the supervision of the Shift Supervisor, who assigns tasks to be done, gives initial instructions on work methods to be followed, and reviews work on a spot-check basis for satisfactory rate of accomplishment and accuracy.

Adheres to Equal Employment and Civil Rights policies, goals, and objectives in performing the duties of this position. Assures that written and oral communications are bias-free and that differences of other employees and clients are respected and valued.