

INTRODUCTION

This position is located in a Field Office of the Federal Grain Inspection Service. The office carries out for an assigned circuit (1) the original inspection and weighing of grain or the supervision of these activities conducted by licensed inspectors under the U.S. Grain Standards Act of 1976; and (2) the permissive inspection of assigned agricultural commodities, including rice, under the Agricultural Marketing Act of 1946, as amended.

The incumbent performs a full range of typing and clerical duties as described below.

DUTIES

Receives, reviews, computes, and assembles grain, rice, and commodity inspection certificates, Submitted Sample Inspection Certificates, Certificates of Origin, Stowage Examination Certificates, and Weight Certificates. Types the certificates using data from the Application or Inspection and the analysis information submitted by the inspectors, weighers, and samplers. Assures that all certification requirements are met. Prepares the billing input documents according to the official schedule of fees. Distributes completed certificates to grain firms.

Receives and reviews requests for Federal appeals of grades assigned by licensed inspectors and agricultural commodity graders. Assembles and types the appeal certificates for the Field Office Supervisor's signature. Distributes the appeal certificate. Determines if fees are in order. Prepares billing input documents and maintains necessary records.

Audits the computer detail cost listing, cost responsibility center reports, sub center payroll reports, and billing to private firms and commodity offices. Assigns and records authorization numbers and other information for submission to the National Finance Center (NFC).

Bills grain firms and commodity plants for services provided to them. Pays office bills for services and supplies purchased.

Contacts firms with overdue bills. Furnishes any additional information to assist firms in paying past due accounts. Reports progress to the Regional Office. Recommends that action be taken if firm does not cooperate.

Maintains records of the hours worked by contract samplers and cooperators. Submits computer pay forms for their work.

Types in final form from rough draft outgoing correspondence, reports, and other miscellaneous written material.

Prepares and maintains records of authorized diverter-type mechanical samplers in the circuit. Notifies official inspection agencies when the mechanical samplers are due for checktesting.

Reviews license application for completeness. Prepares and issues official licenses to state and private agency samplers and weighers. Maintains license registers. Notifies licensees of renewal, suspension, and cancellations.

Maintains file on licensed inspectors indicating frequency of supervision.

Selects samples to be sent to the Board of Appeals and Review. Completes the required paperwork and prepares the samples for mailing.

Compiles and types a variety of recurring statistical reports and logs relating to the work of the field office.

Receives and reviews incoming mail. Screens, sorts, and routes the mail to appropriate office personnel. Keeps a suspense file on all mail requiring a response.

Receives personal callers and answers telephone calls. Determines the nature of the call. Answers routine requests for information and services. Refers more difficult questions to the supervisor.

Establishes and maintains certificate files, license files, and other subject matter and administrative files relating to field office activities. These include barge, train, and ship tapes. Maintains the field office's set of FGIS instructions and notices.

Procures office supplies, maintenance services, and necessary forms from GSA and local merchants. Maintains inventory on all forms and certificates. Keeps accountability records for certificates received and distributed.

Prepares and submits to the Regional Office a variety of forms required for personnel action. Included are: time and attendance reports, travel vouchers, and training requests. Maintains a current employee roster for the field office.

Serves as a liaison between field office personnel and the Regional Office concerning payroll discrepancies and other personnel problems.

Makes travel arrangements for the staff, incoming detailed employees, and visitors. This includes making hotel and airline reservations and initiating travel requests.

Performs other related duties as assigned.

FACTORS

1. Knowledge Required by the Position

Skill in operating word processing equipment, a calculator, and other office equipment common in FGIS field office operations. A qualified typist is required.

Knowledge of the office filing system to maintain administrative and program files.

Knowledge of the full range of the field office programs and procedures to review and prepare accurate certificates, bill for FGIS services, issue licenses, and respond to the questions of visitors and callers.

Knowledge of the spelling, grammar, format, abbreviations, punctuation, and technical terminology pertinent to the work of the field office.

Knowledge of time and attendance and travel regulations, and NFC billing procedures.

2. Supervisory Controls

The incumbent receives general supervision from the field office supervisor or supervisory head clerk. Routine assignments are planned and completed independently. Detailed instructions are provided on all new or complex work. Completed work is spot checked for accuracy and conformance to original instructions.

3. Guidelines

Guidelines include FGIS policies and procedures, field office operating and administrative procedures, a government style manual, a dictionary, and oral and written instruction of the supervisor. The incumbent uses judgment in selecting and applying the most appropriate guideline. Situations requiring significant deviation from procedures are referred to the supervisor.

4. Complexity

The incumbent performs the full range of field office clerical duties. The review and preparation of certificates requires a high degree of accuracy and speed. In addition, seasonal variances in crop conditions can result in changes in the reporting and certification requirements. A variety of letters, memoranda, forms, and reports are typed in final, error-free form. The material contains technical terminology common to the grain industry.

5. Scope and Effect

The purpose of the work is to provide typing and clerical support to the field office staff. The work contributes to the efficiency and effectiveness of field office programs and business transactions of the trade.

6. Personal Contacts

Personal contacts are either by phone or in person with employees in the field and regional offices, representatives of the grain trade, inspection agencies, and the general public. There may be work contacts with employees of other federal and state government agencies.

7. Purpose of Contacts

Contacts are for the purpose of receiving work assignments, obtaining information, and responding to routine inquiries from the trade. In addition, the clerk reports inspection, commodity, and weighing results of original and appeals grading to the trade.

8. Physical Demands

The work is sedentary but includes some walking, bending, stooping, and carrying of light items.

9. Work Environment

The work is performed in an office setting.