

Agricultural Marketing Service  
Office of the Deputy Administrator, Marketing Programs  
Fruit and Vegetable Division  
Market News Branch  
Field Office  
GS-326-04  
Office Automation Clerk

SJ FV2

## I. INTRODUCTION

The field office is responsible for reporting market news information on fresh fruits, vegetables, and ornamental crops traded on either a shipping point or wholesale fruit and vegetable market.

The incumbent serves as an Office Automation Clerk responsible for collecting, compiling, and preparing electronically the daily truck receipts report, as well as performing a variety of office support functions.

## II. DUTIES AND RESPONSIBILITIES

Through telephone contact with employees of railroads, boat lines, and trucking companies, as well as selected local wholesalers and large receiving points in scattered areas of the city, obtains data relating to and prepares reports of daily truck and rail receipts of fresh fruits and vegetables arriving in a metropolitan area. Consolidates data with information collected by market reporter(s) and compiles and converts data into standard units of measure. Operates a computer database system to input the data into existing spreadsheet/word processing formats, and prepares daily market news reports for transmission to Washington and other offices over the satellite system.

Utilizing a microcomputer for word processing, spreadsheet, and similar functions, types various messages for satellite system release, market reports, summaries, memoranda, and other forms of correspondence. Typing is from rough draft, handwritten notes, coded teletype copy, and direct dictation.

Maintains a variety of administrative records on office activities. Establishes and maintains electronically the mailing list for the market reports and bills subscribers accordingly. Forwards payments to NFC through a proper reporting procedure.

Responds to routine phone inquiries for market news information from the local report and satellite communication. Prepares travel vouchers and time and attendance reports for office staff.

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.

### III. FACTORS

#### 1. Knowledge Required by the Position Level 1-3, 350 pts.

Knowledge of standard units of measure used by the Market News Branch and ability to convert raw data into such units of measure for local as well as nationwide dissemination of information by satellite communications.

Knowledge of reporting procedures of railroads, boat lines, trucking companies, chain store warehouses, wholesalers, cooperatives, and other institutions receiving commodities direct from shipping points to assure that reports represent complete receipts for the entire metropolitan area.

Knowledge of and skill in operating a computer data base system utilizing several types of hardware and software packages and a wide range of related procedures and functions to create, edit and print documents, reports and other forms of market news data; enter, store, and retrieve market news data into/from electronic systems; transmit and receive market news data and reports electronically through a system that is linked to market news and industry offices nationwide; operate spreadsheet functions to enter, revise, and sort market news data and prepare a variety of reports and summaries and prepare market news reports from handwritten drafts/oral communications that contain terms/abbreviations/forms of reporting specific to the fruit and vegetable industry. A qualified typist is required.

Knowledge of grammar, spelling, capitalization, punctuation, and recurring technical terminology needed to type a variety of market news reports, correspondence, and other material.

Knowledge of regulations and procedures to prepare travel vouchers and time and attendance reports, maintain financial records (related to report subscriptions), and submit required administrative reports.

Skill in operating various types of reproduction, folding, and addressing equipment to print and prepare publications for release to the public.

Knowledge of zip codes and mailing procedures for first class mail in order to prepare daily reports according to postal regulations.

Knowledge of the office filing system to classify, search, and dispose of material.

2. Supervisory Controls Level 2-2, 125 pts.

The incumbent is under the technical and administrative supervision of the Officer-In-Charge. The incumbent plans and completes routine assignments independently. The supervisor provides instructions and guidance in new or unusual work. Completed work is spot checked for conformance with instructions and procedures.

3. Guidelines Level 3-2, 125 pts.

Guidelines include the administrative and technical policies and procedures of the office as well as applicable regulations of the Division and Agency, government style manual, dictionary, and verbal instructions of the supervisor. The incumbent uses judgment in selecting and applying the most appropriate guideline for the specific situation. Matters involving significant deviation from procedures or situations arising in the absence of applicable guidelines are referred to the supervisor.

4. Complexity Level 4-2, 75 pts.

The work involves contacting and obtaining information from a variety of sources for use in preparing market news reports and summaries, and to pay particular attention to coordinating reports of receipts with reports of prices and market conditions. For each commodity, the state of origin must be identified and various container weights determined to facilitate calculations and consolidation of data to show total volume of truck or rail receipts converted to standardized units of measure. The work also involves performing general office administrative functions such as typing correspondence and reports, preparing travel vouchers, maintaining files, and responding to general inquiries by providing routine information from market news reports and the satellite system. The extensive variety of responsibilities tends to complicate decisions concerning priorities and time and resources.

5. Scope and Effect Level 5-1, 25 pts.

The purpose of the work is to provide program and general administrative office support. The work contributes to the efficiency and effectiveness of office market news operations.

6. Personal Contacts Level 6-2, 25 pts.

Personal contacts are with Branch/Division employees in the office and at headquarters and other field locations; employees of the fruit and vegetable industry, including those of railroads, boat lines, trucking companies, wholesalers, etc.; and the general public.

7. Purpose of Contacts Level 7-1, 20 pts.

Contacts are for the purpose of receiving work assignments, obtaining information/data on truck and rail receipts, and providing general/routine market news information.

8. Physical Demands Level 8-1, 5 Pts.

The work is sedentary. There may be some walking, standing, bending, and carrying light items such as papers and files.

9. Work Environment Level 9-1, 5 pts.

The work is performed in an office setting.

755 pts. = GS-4