

Agricultural Marketing Service
Fruit and Vegetable Programs
Processed Products Branch
Area Office
Clerk-Typist, GS-322-03

SJ FV23

I. INTRODUCTION

This position is located in an Area Office of the Fruit and Vegetable Programs, Processed Products Branch. The Area Office is responsible for carrying out inspection and grading programs for processed fruits and vegetables and miscellaneous assigned commodities for a designated geographical area.

The employee performs a variety of typing and clerical work in support of the work of the office.

II. MAJOR DUTIES

Receives visitors and answers telephone calls to the office. Answers non-technical questions and refers requests for inspection services to an inspector or supervisor or records information about products to be graded such as the type of product, amount and location.

Reviews rough drafts of various types of inspection certificates to verify the completeness of information such as address of applicant, volume of product, and other pertinent information to be included in the official certificate. Types some certificates from rough draft, adding missing information such as addresses with information from the files or from the inspector. Also makes corrections when necessary in spellings punctuation, and grammar. Completes fee/charge documents for inspection services using information from the inspector's worksheet and a rate code table.

From rough draft or handwritten material types correspondence, reports, forms, and other material as workload requires.

Assists the Head Clerk by performing any of the following duties:

Opens, date stamps, and distributes official mail received by the office.

Files certificates, correspondence, fee/charge documents, standards, and various other materials.

Transmits fee/charge documents to the National Finance Center. Reviews accounts receivable status printouts from NFC and files records by applicant. Posts data from the certificates and fee/charge documents in the appropriate ledgers.

Mails supplies to the inspectors located in the field.

Reviews for accuracy Time and Attendance reports submitted by field employees.

III. FACTORS

Factor 1. Knowledge Required by the Position (Level 1-2, 200 points)

Skill in operating a typewriter and/or word processor. A qualified typist is required.

Knowledge of grammar, spelling, punctuation and formats to type a variety of material.

Knowledge of office practices and procedures in order to maintain files, review certificates, prepare fee/charge documents, etc.

Basic knowledge of the programs of the Branch in order to respond to telephone calls from industry and assist the graders in scheduling inspections.

Factor 2. Supervisory Controls (Level 2-2, 125 points)

The employee works under the general supervision of the Officer-in-Charge and receives daily assignments from the Head Clerk. The incumbent works independently in carrying out regular assignments although new tasks are explained in detail. Routine work is checked by the supervisor upon completion for accuracy and compliance with instructions. Difficult or new work is reviewed while in progress.

Factor 3. Guidelines (Level 3-2, 125 points)

Guidelines include Agency manuals covering proper formats and correspondence procedures, dictionaries, file codes, and Agency, Division, and Branch instructions. Occasionally, it is necessary for the employee to use judgment in applying the proper guideline to the situation. The employee refers only significant deviations from the guidelines to the supervisor.

Factor 4. Complexity (Level 4-2, 75 points)

The incumbent must recognize the propriety of correspondence formats and the need for certain routing arrangements in typing a variety of material. The employee is responsible for grammar, spelling, and punctuation, and assembling appropriate back-up material.

Factor 5. Scope and Effect (Level 5-1, 25 points)

The purpose of the work is to provide typing and clerical support to the office. The work performed facilitates the work of the Agricultural Commodity Graders.

Factor 6. Personal Contacts (Level 6-2, 25 points)

Contacts are primarily with employees in the Area and Regional Offices as well as with field graders and industry personnel requesting grading and inspection service.

Factor 7. Purpose of Contacts (Level 7-1, 20 points)

Contacts are for the purpose of exchanging information about administrative matters of the office, providing information to potential applicants regarding the service available, and obtaining information about the products to be graded.

Factor 8. Physical Demands (Level 8-1, 5 points)

The work is sedentary.

Factor 9. Work Environment (Level 9-1, 5 points)

The work is performed in an office setting.

TOTAL POINTS - 605