

Agricultural Marketing Service
Office of the Deputy Administrator for Marketing Programs
Livestock and Seed Division
Livestock and Grain Market News Office
Field Office
Office Automation Clerk, GS-326-3

SJ LM16

I. Introduction

This position is located in a field office of the Livestock and Grain Market News Branch of the Livestock and Seed Division. The purpose of the market news program is to provide the livestock, grain, meat, wool, and mohair and related industries, such as producers, dealers, feeders, etc., with current, accurate, and impartial data and information on supplies, movement, distribution, demand, prices, trends, and other factors on which decisions can be based. The service also provides essential information for use in planning and administering the Federal and State programs.

The incumbent performs a variety of typing, and related clerical duties in support of the work of the office.

II. Duties and Responsibilities

Conveys prepared daily and weekly market reports by telephone to press associations and mails reports to appropriate news media. Transmits market reports issued by the office on the Teletypes, lease wire, or automated terminal. Transmits other miscellaneous information and reports as required.

Post complete morning daily receipts and comparative daily and weekly totals from the major livestock markets. Post market reports received via Teletypes that have bulletin boards.

Using a microcomputer, electric typewriter, word processor or computer terminal to create, copy, and edit documents which require knowledge of basic terminology commonly used in office settings to prepare material accurately from handwritten drafts.

Prepares routine and special reports which require basic searching and compiling of information from files and other readily available sources.

Receives incoming telephone calls and provides information to potential applicants regarding the types of services available.

Requisitions supplies and forms and maintains a control record for accountable forms such as certificates sent to graders in the field. Opens and distributes mail to the appropriate personnel.

Transmits, receives, and acknowledges Telemail documents and messages.

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

III. EVALUATION FACTORS

1. Knowledge Required by the position Level 1-2 200 pts.

Knowledge of the clerical procedures used in the office in order to prepare and process various reports and forms, and to establish and maintain the files.

Basic knowledge of Livestock and Seed Division programs in order to respond to telephone calls from industry.

Ability to perform simple arithmetical functions in order to tabulate and compute statistical data.

Knowledge of grammar, spelling, capitalization, punctuation, formats, and procedures required in typing memorandums, letters, forms, and reports.

Skill in operating an electronic typewriter, word processor or computer and knowledge of word processing equipment necessary to produce documents. A qualified typist is required.

2. Supervisory Controls Level 2-2 125 pts.

Incumbent works under general supervision and is given guidance on priorities and deadlines. The employee works independently on carrying out routine day to day assignments. Work is routinely checked for accuracy, and completeness.

3. Guidelines Level 3-2 125 pts.

Guidelines include Agency directives, the Correspondence Handbook, internal office procedures, division and Branch procedures and instructions. The incumbent must use judgement in applying the proper guidelines to the various clerical and typing duties. Refers only significant deviations from guidelines to supervisor.

4. Complexity Level 4-2 75 pts.

A variety of letters and reports must be typed, often within short deadlines. Documents include specialized terminology relating to the program and a variety of formats. The incumbent is responsible for the grammar, spelling, punctuation, and assembling of appropriate backup material.

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

