

Agricultural Marketing Service
Office of the Deputy Administrator for Marketing Programs
Poultry Division
Grading Branch
Regional Office
Federal-State Supervisor
Office Automation Clerk, GS-326-4

PL27

I. INTRODUCTION

This position is located in a large Federal/State Office of the Poultry Grading Branch. The Office administers the voluntary grading and certification of poultry, poultry products and rabbits under authority of the Agricultural Marketing Act of 1946, as amended, the mandatory inspection of egg products under the Egg Products Inspection Act of 1970, and the shell egg surveillance program under the same authority.

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

II. DUTIES

Uses a microcomputer, electronic typewriter, word processor or computer terminal to type, in final format, a variety of correspondence, reports, and other narrative and tabular materials pertaining to the activities of the office which requires knowledge of specialized terminology. Composes routine correspondence for supervisor's signature. Reviews typed materials to check spelling, grammar, punctuation, conformance to formats, arrangement, spacing and other procedural requirements.

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

Receives incoming telephone calls and from a knowledge of program operations: provides information to potential applicants regarding the types of services available; records information about products to be graded such as the type of product, poundage, and location; contacts graders in the plants and arranges for grading of the product; and assists graders on sick leave in

locating relief graders, often considering such items as the types of licensed personnel available and whether State personnel could be utilized.

Requisitions supplies and forms and maintains a control record for accountable forms such as certificates sent to graders in the field. Responds to requests for supplies from field personnel.

Establishes and maintains office files for the office on travel, personnel, plants, licenses, certificates, reports on plant visits, laboratory results and other miscellaneous items. Maintains a variety of chronological and alphabetic subject matter folders in an established filing system. Determines need for and establishes new folders when necessary. Files, records information in folders dispersed to the staff and maintains a tracing system of folders as is required to maintain the smooth and efficient operation of the office. Disposes of records and files as required.

Opens and distributes mail to the appropriate personnel. Routine items such as requests for supplies are handled independently by the incumbent by composing and sending a response.

Makes travel arrangements for the Federal/State Supervisor and prepares travel vouchers. Maintains travel itineraries and serves as the contact point in relaying messages to the Supervisor and Assistant.

Maintains the Federal/State Offices set of Program and Administrative directives, notices, and instructions and provides assistance to field personnel in locating the appropriate reference material.

Reviews graders' travel vouchers for procedural accuracy prior to approval by the Federal/State Supervisor. Serves as a liaison between the Regional and field personnel on discrepancies noted on billing documents and Time and Attendance reports.

Transmits, receives and acknowledges documents and messages electronically through teletype. Checks transmittals for proper clearances; prints hard copies of incoming mail or routes to other terminals.

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 other employees and clients are respected and valued.

III. EVALUATION FACTORS

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

must use judgment in applying the proper guidelines to the various clerical and typing duties. Refers only significant deviations from guidelines to the supervisor.

4 . Complexity Level 4 - 2 75 points

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

5. Scope and Effect Level 5 - 1 25 points

The purpose of the work is to provide typing and clerical support, and assist in arranging for grading services. The work performed facilitates the work of the Federal/State Supervisor and the graders in the field.

6. Personal Contacts Level 6 - I & 7-A Combined 30 points

Personal contacts are primarily with fellow employees in the Federal/State office. Phone contacts are with the Regional Office, Industry, and personnel in the field.

8. Physical Demands Level 8-1 5 points

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

9. Work Environment Level 9 - 1 5 points

The work is performed in an office setting.

TOTAL POINTS = 740