

Agricultural Marketing Service  
Cotton Division  
Grading Branch  
Classing Office  
Agricultural Marketing Specialist (General)  
GS-1146-5  
Field Representative

SJ CN16

## I. INTRODUCTION

This position is located in a classing office of the Cotton Division. This office is one of several classing offices located in a major cotton producing area through which are administered programs on cotton, cottonseed, cotton linters and related commodities provided for in legislative and administrative requirements in connection with standards, marketing services and allied regulatory responsibilities.

As a field representative, incumbent receives training assignments designed to prepare him/her for higher level responsibilities in the areas of classing and market news. The work is performed at the classing office and at various other locations within the office territory such as gins and warehouses. Assignments may be performed in other classing offices which involve detail and/or reassignment to a different geographical area as needed and as determined by management.

## II. DUTIES AND RESPONSIBILITIES

### A. Inspection of Cotton Sampling

Incumbent discusses inadequacies of sampling with samplers, ginners and warehousemen, and emphasizes the importance of proper sampling to samplers and warehousemen at every opportunity and demonstrates the proper sampling procedures when necessary. When incumbent doubts that proper sampling procedures are being followed or feels it is necessary to spot check a gin or warehouse where samples are not being drawn at time of inspection, draws additional samples from bales to appraise the performance of gin samplers and warehousemen. The incumbent takes these additional samples to the classing office for classing, and has the class compared with class that was put on original samples. Incumbent also examines bales from which samples were drawn to determine if samples were drawn properly. At gins equipped with mechanical cotton samplers incumbent checks time elapsed between segments to determine that the mechanical samplers are operating properly. Prepares a cotton sampling report for each visit, discusses sampling irregularities with samplers and plant managers, and where sampling irregularities are found makes on-the-spot corrections of minor infractions and reports others to

supervisor for guidance. This involves persuading the sampler, tactfully but firmly, to draw samples using procedures prescribed by the Division. The incumbent points out that an improperly drawn samples may not represent the actual grade of the cotton.

B. Inspection of Cottonseed Sampling Equipment and Procedures

Incumbent calls on oil mills and cottonseed purchasing points and inspects sampling equipment, sampling procedure and methods of preparing and handling cottonseed samples. Determines that representative samples are being drawn. Discusses inadequacies of equipment and irregularities in sampling procedure with the licensed sampler and mill manager attempting to have corrections made. Prepares a report of each inspection.

C. Collects Market News Information

Following specific instructions, collects, summarizes and analyzes market information on price, volume, quality and movement of cotton and cottonseed from producer, ginner, merchant, oil mill representative and others. Furnishes the data to home office for inclusion in market news report. Maintains an updated record of gin equipment for each gin.

D. Classer Training

The incumbent works in the classing room training behind qualified cotton classers and classing a number of samples each day. Training will include making initial determinations on appropriate grade, staple, and character of samples of cotton submitted to the office in accordance with official standards, rules and regulations. Examines the layers of lint in the cotton sample to appraise or evaluate the combination of grade factors, including quality and distribution of foreign matter, color and preparation, pulls staple by drawing several tufts of fibers from samples and lapping, overlapping, and paralleling the fibers to ascertain the length of a typical portion of the fibers in the samples; and considers such character factors as uniformity, strength, fiber fineness and maturity.

E. Other

Incumbent assists in preparing reports and performs other related duties in the classing office as workload permits.

III. JOB CONTROLS

A. Responsibilities for the Work of Others

Incumbent has no responsibility for the work of others.

B. Supervision and Guidance Received

The work is under supervision of the Area Director. Guidance may also be received from a specialist of higher grade. In performing the varied duties, specific instructions are followed. After a period of training, incumbent works more independently and has some latitude to exercise independent judgment in making on-the-spot solutions to varying problems in line with established policies and procedures. Manuals are used as guidelines.

IV. OTHER

Numerous contacts with ginners, warehousemen, oil mills, sampling agents, growers, and others are made in the field in connection with the program. In the office, most contacts are with other employees. Prepares weekly reports summarizing activities and conditions relating to Cotton Division programs carried out during the week.