

Agricultural Marketing Service
Office of the Deputy Administrator
for Marketing Program Operations
Cotton Division
Marketing Services Branch
Local Marketing Services Office
Agricultural Commodity Technician
GS-1981-6
Field Representative

SJ CN5

I. INTRODUCTION

This position is located in a local marketing service office of the Cotton Division. This office is one of several marketing services 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.

Incumbent serves as a field representative.

II. DUTIES AND RESPONSIBILITIES

A. Inspection of Cotton Sampling

The incumbent works with county agents, cotton growers, ginners, warehousemen, cotton buyers and others in explaining Cotton Division programs. Visits licensed gins and warehouses to observe practices in drawing cotton samples to be submitted for classification. Determines whether a representative sample has been drawn from each bale. Discusses inadequacies of sampling with licensed ginners and warehousemen, emphasizes the importance of proper sampling, and demonstrates the proper sampling procedures when necessary. Where questionable sampling procedures are suspected or where spot checks of gins or warehouses are deemed advisable, draws additional samples from bales to appraise the performance of gin samplers and warehousemen. Takes these additional samples to the marketing service office for classing. The classification of the appraisal samples is compared with the original classifications and in some instances, the appraisal samples are compared to the samples from the same bale that were submitted by the sampling agent. Examines bales from which samples were drawn to determine if samples were properly drawn. At gins equipped with mechanical cotton samplers, incumbent checks time elapsed between sample segments to determine that mechanical sampler is working properly.

When sampling irregularities are found, makes on-the-spot corrections and refers those of a serious nature to his supervisor. This involves instructing the sampler, tactfully but firmly, to draw samples according to sampling instructions issued by the Cotton Division. Incumbent prepares a cotton sampling inspection report on each visit made to a sampling agent. Also delivers cotton sample sacks and identification tags to sampling agents, and ensures that all sampling agents have adequate supplies.

B. Oil Mill Inspection of Seed Sampling Procedure and Equipment

Incumbent visits cottonseed crushing oil mills to determine if they have the necessary cottonseed sampling equipment available for use by licensed cottonseed samplers. Also inspects or observes the procedure used by the licensed sampler in obtaining and preparing an official sample and duplicate sample from a load of cottonseed. If discrepancies exist in the method or manner in which such sample is obtained, recommendations for correcting such irregularities are made to the supervisor and to the oil mill manager. Also obtains from the mill manager current prices of cottonseed, cottonseed meal and cottonseed hulls.

C. Collects Market News Information.

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

III. JOB CONTROLS

A. Responsibility for the Work of Others: None

B. Supervision and Guidance Received

Incumbent's work is under the general supervision of an officer of higher grade. Many of the instructions received are of a general nature. Upon receiving them, devises methods on how to approach subject matter according to individual personalities and specific problems. In the performance of varied duties, follows written instructions through immediate supervisor, but most of work is done while in travel status without availability of immediate supervision. This requires use of independent judgment in making on-the-spot solutions to varying problems in line with established policies and procedure.

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.