

I. INTRODUCTION

The primary purpose of the position is that of providing a variety of financial assistance and general clerical support services for the program missions and operations of a field office of the Fresh Products Branch, Fruit and Vegetable Division, AMS. The Field Office is responsible for the inspection and grading of a full range of fresh fruits and vegetables in a designated geographical area. Inspection and grading services are performed on a user-fee basis.

II. DUTIES

1. Financial Assistance Activities (70-85%)

Performs a variety of duties in connection with the maintenance of accounts, billings, and collection of user-fees for commodity grading and inspection services.

- (a) Reviews, verifies, and reconciles financial related data on grading certificates. Ensures completeness of data, accuracy of computations, and appropriateness of monetary data.
- (b) Maintains and balances user-fee accounting ledgers and records. This includes posting and balancing relevant data (e.g., certificate number, applicant, carlot, commodities inspected, grade and condition, fees, billings, collections, monetary transmittals, etc.) to primary ledgers (e.g., commercial, shipping, and Canadian), the transporter identification log, and commodity summary report worksheet.
- (c) Prepares and issues user-fee billings from information on grading certificates and support documents. Posts billings data to primary ledger and support logs and worksheets.
- (d) Receives and processes vendor payments for user-fee billings. Assures that payments and billing statements concur; prepares and balances payment transmittals for remittance to the Federal Reserve Bank; and posts payments data to primary ledger and support logs and worksheets.

- (e) Monitors billings to assure timely payment of user-fees from vendors. This includes maintaining and reviewing an ongoing collection tickler file, preparing and sending follow-up payment request notices to vendors, identifying delinquent accounts, calculating and assessing late payment interest fees, and forwarding uncollectible accounts to the Regional Office for appropriate action.
- (f) Prepares and submits regular and special reports (e.g., Summary of Terminal Market Inspections, Transmittal of Estimated Revenue, Debt Management, Detail Listing Sheet, Accounts Receivable Summary). This includes collecting and consolidating relevant data from ledgers, logs, and worksheets; balancing accounts; identifying and resolving data discrepancies; and submitting reports to appropriate destination (e.g., Regional Office, NFC, etc.).

2. General Clerical Activities (15-30%)

- a. Establishes and maintains office files and records. This includes directives, handbooks, manuals, etc.
- b. Responds to routine telephone inquiries.
- c. Prepares and submits T&A reports, travel vouchers, etc.
- d. Requisitions office supplies and equipment.
- e. Maintains inventories and accountability and Field Office property.
- f. Conducts annual mail, telephone, space, etc. surveys.
- g. Provides a variety of typing services for the Field Office, which may include the typing of grading certificates and/or user-fee bills.

III. EVALUATION FACTORS

1. Knowledge Required by the Position (Level 1-3, 350 points)

Knowledge of USDA, NFC, AMS, and Divisional accounts maintenance system techniques, procedures, and practices to maintain user-fee billings and collections ledgers and prepare reports based on these accounting documents.

Knowledge of applicable USDA, NFC, AMS and Divisional policies, regulations, guidelines, and systems associated with the financial assistance and general clerical activities of the Field Office.

Knowledge of the fresh products grading and inspection program mission, functions, and objectives as they apply and relate to the financial assistance and general clerical activities of the Field Office.

Ability to establish rapport and conduct oneself in a tactful and diplomatic manner with vendors and program officials at all levels.

e. Ability to type (a qualified typist is required).

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

Receives technical and administrative supervision from the Officer-in-Charge (OIC). The OIC provides instructions on new or revised procedures, and is available for assistance with unique or novel problems.

The incumbent plans and carries out routine assignments on own initiative. Deviations from instructions are referred to the supervisor for resolution.

Work is spot-checked for conformity with program policies and procedures and technical accuracy.

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

Guidelines include USDA, NFC, AMS, and Divisional fiscal and administrative regulations, manuals, handbooks, and directives applicable to the financial and general clerical activities associated with the fresh fruit and vegetable grading and inspection program. Guidelines are generally specific in nature, but may not be totally applicable in every situation.

The incumbent is required to use judgment in locating and selecting the most appropriate guidelines and making minor deviations to adapt them in specific cases. Situations which require interpretation or significant deviation from the guidelines are referred to the Officer-in-Charge.

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

The nature of the work involves the maintenance of accounts, billings, and collection of user-fees for grading and inspection services and the performance of a variety of general clerical support duties.

While the transactions and accounts vary, the tasks and applicable documentation are standardized, subject to similar treatment, and are recurring in nature.

5. Scope and Effect (Level 5-2, 75 points)

The incumbent is expected to identify and correct errors in documents and records, balance billing and collection accounts, monitor and follow-up on delinquent accounts, calculate late payment interest, prepare reports, and reconcile discrepancies in automated accounting reports.

The purpose of the work is to facilitate the prompt and accurate reimbursement of rendered grading and inspection services.

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

Contacts are with industry representatives and users, Federal and State government personnel, Regional Office staff, Field Office coworkers and the general public.

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

Contacts are for the purpose of receiving instructions, exchanging information, and resolving work related problems.

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

The work is sedentary.

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

The work is performed in an office setting.

Total points -805