

Agricultural Marketing Service
Deputy Administrator for Marketing
Livestock and Seed Division
Livestock and Grain Market News Branch
Field Offices
Market News Assistant (Office Automation)
GS-0303-05

SJ LM21

I. INTRODUCTION

This position is located in a Field Office of the Livestock and Grain Market News Branch, Livestock and Seed Division. The Branch is responsible for administering a nationwide market news program for livestock, grain, meat, wool, etc. This office is engaged in the collection, analyses and dissemination of current market information on available supplies, movement, demand, prices, trends and other factors for the purpose of providing the livestock, grain, meat, wool, etc., industry with accurate and current market information.

The incumbent serves as a Market News Assistant responsible for providing clerical services related to the work of the office.

II. DUTIES AND RESPONSIBILITIES

Assembles, compiles, and disseminates factual and up-to-date information for the daily, weekly and monthly supplies on livestock, grain, meat, or wool and other products for use by producers and other segments of the industry, which identify trends, price, demand, etc. Provides this information to other field offices, headquarters and trade organizations. Responds to a variety of oral and written inquiries from the industry, trade groups, consumers, other agencies, on such items as condition, cost, grades or quality, and prepares responses accordingly.

Reviews, edits, corrects, and enters statistical market news data into the computer data base system by comparing with various marketing and distribution documents and differing activities of the various markets for a given commodity. Verifies data from other reporting offices as it relates to unusual volume, fluctuating markets and other related factors.

Prepares commodity statistical tables and weekly publications from data received from the various market news field offices and other federal sources which are used by dealers, producers and consumers. Releases commodity transactions to designated market news field offices, the Associated Press, and newspapers. Arranges for air time on local TV and radio stations and space in local newspapers, or leased wire services, as necessary.

Searches, assembles and summarizes technical market news information from files

publications, news releases and records. Types market reports for publication or transmission via computer database system, and summarizes outgoing reports, correspondence, administrative reports and other miscellaneous material. Conducts special studies or reviews as assigned. Collects and assembles statistical data regarding past and current operations.

Takes part in resolving a variety of reporting problems encountered by Reporters by assembling facts, evaluating information, drafting reports, and reviewing summaries, which can be used as a basis for recommendations in the way market data is gathered and disseminated.

Adheres to Equal Employment and Civil Rights (EEO/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. **FACTORS**

1. **Knowledge Required by the Position**

Knowledge of the market news reporting activities and operations sufficient to provide current, accurate and reliable information on available supplies, movement, price, and trends to the industry, trade groups, the public, other federal agencies.

Knowledge of the office automation system(s) to produce a variety of market news statistical reports, records, etc., and to produce a wide range of documents requiring the use of advanced software functions to enhance office productivity.

Skill in operating an electric typewriter and a microcomputer. A qualified typist is required.

Knowledge of spelling and punctuation sufficient to identify and correct grammatical errors, type material and prepare documents in final.

Knowledge of the clerical procedures and forms used in the office in order to process documents in accordance with office instructions.

2. **Supervisory Controls**

General supervision is received from the Officer-in-Charge. The Market News Assistant independently plans and carries out the clerical work of the office. The employee makes independent decisions on technical matters which are treatable by standard practices and technical matters which are treatable by standard practices and techniques. The Assistant refers unusual or especially difficult problems together with a recommended course of action to the OIC or senior reporter for clarification or appropriate guidance.

3. **Guidelines**

Written policies and procedures of the Branch and Division are available. They include manuals, instructions, and office memorandum, and oral instructions from the supervisor. Procedures for format, preparation, and arrangement of reports and their distribution have been established. The incumbent works by the guidelines but may deviate from the guidelines without prior authorization in order to accomplish work assignments.

4. Complexity

The employee answers numerous inquiries from various trade interests concerning receipts, trends, prices, and other information which can be obtained from assorted market reports produced by the office or received over the teletype. Material containing some technical terminology and phrases and tabular work sheets are completed, usually without intermediate rough drafts. Procedures are established but the incumbent has flexibility in carrying out the assignments.

5. Scope and Effect

The incumbent ensures that the technical and routine office work are accomplished effectively in accordance with established procedures, allowing the specialists to concentrate on the technical assignments of the office. The work affects the accuracy and reliability of further processes.

6. Contacts

Contacts are by phone or in person with employees in the market news office of the branch and persons outside the agency such as the press, media, and trade and industry.

7. Purpose of Contact

The purpose of the work is to plan and coordinate the clerical work of the market news office.

8. Physical Demands

The work is sedentary. There is some carrying of light items such as papers and files.

9. Work Environment

The work is performed in an office setting.