

Agricultural Marketing Service  
Office of the Deputy Administrator, Marketing Programs  
Poultry Division  
Market News Branch  
Field Office  
Office Automation Clerk, GS-326-4

SJ PL13

## I. INTRODUCTION

This position is located in a Field Office, Market News Branch, Poultry Division, Agricultural Marketing Service. The office is responsible for the collection and/or dissemination of poultry and egg market information to provide the agricultural community with unbiased market reports essential for making intelligent marketing and production decisions.

The incumbent provides clerical and administrative support for the office.

## II. DUTIES

Provides current and historical market news in response to telephone and written inquiries from producers, processors and the news media. When information is not readily available, incumbent extracts data from prepared reports or makes necessary contacts to obtain it.

Assembles market news reports from information received via teletype and mail. Checks incoming documents for accuracy, and based on knowledge of the programs, calls errors to the supervisor's attention. Follows up by obtaining the correct data when instructed to do so by the supervisor. Some reports require the incumbent to contact the producers and processors on a weekly basis to obtain market information.

Types market reports, statistical data and correspondence in final form from handwritten drafts and worksheets.

Prepares time and attendance reports, travel vouchers, cost accounting reports, and requisitions for supplies.

Distributes mail and teletype message.

Maintains mailing lists, files and manuals.

Contacts vendors or repair personnel for equipment and maintenance needs.

## III. EVALUATION FACTORS

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

Skill in operating a microcomputer, word processor, or computer terminal.



