

**REASON FOR THIS POSITION**

1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER
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**POSITION DESCRIPTION COVER SHEET****RECOMMENDED**

4. TITLE	5. PAY PLAN	6. SERIES	7. GRADE
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8. WORKING TITLE	9. INCUMBENT <i>(Optional)</i>
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**OFFICIAL**

10. TITLE  
Statistical Clerk (Office Automation)

11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A	17. CLASSIFIER
GS	1531		04	MONTH/DAY/YEAR	YES	NO
				4/22/02		

**18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)**

1st	5th
2nd	6th
3rd	7th
4th	8th

**SUPERVISOR'S CERTIFICATION**

I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.

19. Supervisor's Signature	20. Date	22. Second Level Supervisor's Signature	23. Date
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21. Supervisor's Name and Title	24. Second Level Supervisor's Name and Title
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**FACTOR EVALUATION SYSTEM**

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required			6. Personal Contacts		
2. Supervisory Controls			7. Purpose of Contacts		
3. Guidelines			8. Physical Demands		
4. Complexity			9. Work Environment		
5. Scope and Effect			<b>27. TOTAL POINTS</b>		

Grade based on PCS for Statistical Assistant Series, GS-1531, (TS-68 dtd 6/67) 28. <b>GRADE</b>	28. 04
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**CLASSIFICATION CERTIFICATION**

I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.

29. Signature /S/ MARILYN STETKA	30. Date 4/22/02
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31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)

32. Remarks FLSA: N	Standard Job#1531-04	33. OPM Certification Number
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# MASTER RECORD/INDIVIDUAL POSITION DATA

*THIS SIDE TO BE COMPLETED BY THE CLASSIFIER*

<b>A. KEY DATA</b>					
1. FUNCTION (1) <b>A/C/D//R</b>	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2) <b>04</b>	6. IP NO. (8)

<b>B. MASTER RECORD</b>										
1. PAY <b>GS</b>	2. OCC.SER (4) <b>1531</b>	3. OCC FUNC.	4. OFF. TITLE CD <b>0002</b>	5. OFF. TITLE (38) <b>STATCL CLK</b>						
6. HQ.FLD.CD. (1) 1=HQ 2=FLD		7. SUP.CD. (1) <b>8</b> 1=Sup. SGEG 3=Mgr. SGEG 4=Sup. CSRA 5=Mgmt. CSRA 6= Leader LGEG 8=All Others			8. CLASS STD. CD. (1) X=New Std. Applied Blank=NA		9. INTERDIS. CD. (1) N=NO Y=Interdis		10. DT. CLASS (6) MO   DAY   YEAR <b>04   22   02</b>	
11. EARLY RET. CD. (1) 1=Primary 2=Secondary 3=Foreign Svc. Blank=NA		12. INACT/ACT (1) <b>A</b> I=Inactive A=Active		13. DT. ABOL. (6) MO   DAY   YEAR		14. DT. INACT/REACT (6) MO   DAY   YEAR		15. AGCY. USE (10)		
16. INTERDIS. SER. (40) (4)   (4)   (4)   (4)   (4)   (4)   (4)   (4)   (4)   (4)										
17. INTERDIS. TITLE CD. (50) (5)   (5)   (5)   (5)   (5)   (5)   (5)   (5)   (5)   (5)										

<b>C. INDIVIDUAL POSITION</b>																										
1. FLSA CD. (1) <b>N</b> E=Exempt N=Nonexempt		2. FIN. DIS. REQ. (1) <b>0</b> N 0=None 1=CD 219 3=SF 278 4=AD 392			3. POS. SCHED. (1) A=Sched A B=Sched B			4. POS. SENS. (1) <b>1N</b> N 0=Nonsensitive 1=Noncritical		5. COMP. LEV. (4) <b>04XX</b>																
6. WK. TITLE CD. (4)		7. WK TITLE (38)																								
8. ORG. STR. CD. (18) 1st   2nd   3rd   4th   5th   6th   7th   8th								9. VAC. REV. CD. (1) 0=Position Action No Vacancy A=No Change B=Lower Grade C=Higher Grade D=Different title and/or series E=New Position/New FTE																		
10. TARGET GD. (2)		11. LANG. REQ. (2)		12. PROJ. DTY. IND. (1) Blank=N/A Y=Yes		13. DUTY STATION (9) State (2)   City(4)   Cnty(3)		14. BUS. CD. (4)		15. DT. LST. AUDIT (6) MO   DAY   YEAR		16. PAS. IND. (1) Blank=N/A 1=PAS		17. DATE EST. (6) MO   DAY   YEAR <b>04   22   02</b>												
18. GD. BASIS. IND. (1) <b>N</b> 1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG 4=Sup./Program 5=RGEG 6=Policy Analysis GEG 7=Equipment Devel. Guide 8=Agency Use 9=Agency Use ALPHAS = Agency Use				19. DT. REQ. REC. (6) MO   DAY   YEAR		20. NTE. DT. (6) MO   DAY   YEAR		21. POS. ST. Y=Perm N=Other																		
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results)										23. DT. EMP. ASGN. (6) MO   DAY   YEAR		24. DT. ABOL. (6) MO   DAY   YEAR		25. INACT/ACT (1) <b>A</b> 1=Inact. 2=Act.		26. DT. INACT/REACT (6) MO   DAY   YEAR		27. ACCTG. STAT. (4)		28. INT. ASGN. SER. (4)		29. AGCY. USE (8)				
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;"><b>Normal Act</b> 1=Desk Audit 2=Sup. Audit 3=Paper Rev.</td> <td style="width: 33%; border: none;"><b>Maintenance Review Act</b> 5=Desk Audit 6=Sup. Audit 7=Paper Rev.</td> <td style="width: 33%; border: none;"><b>Results</b> 1=No Action Req. 2=Minor PD Change 3=New PD Req.</td> <td style="width: 33%; border: none;">5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade</td> <td style="width: 33%; border: none;">9=Other</td> </tr> </table>										<b>Normal Act</b> 1=Desk Audit 2=Sup. Audit 3=Paper Rev.	<b>Maintenance Review Act</b> 5=Desk Audit 6=Sup. Audit 7=Paper Rev.	<b>Results</b> 1=No Action Req. 2=Minor PD Change 3=New PD Req.	5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade	9=Other	30. CLASSIFIER'S SIGNATURE										31. DATE	
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32. REMARKS  Standard Job #1531-04
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**A. Major Duties**

Typical, but not all-inclusive, duties are illustrated by performance of any combination of the following:

Assembles and prepares survey materials, including questionnaires, field supplies, county maps and aerial photos, and training materials.

Checks in and sorts questionnaires; reviews and edits each questionnaire for errors, omissions and inconsistencies; converts improperly reported data into appropriate units.

Performs data entry and verification.

Computes statistical measures (e.g., straight and weighted averages, ratios, percentages); summarizes data; prepares worksheets for commodity estimates; checks indications, estimates, and comments for internal consistency; submits estimate worksheets to headquarters by mail or via computer.

Prepares tables, charts, and graphs.

Compiles historic data; maintains official files and records.

Updates the list sampling frame data (and/or area frame) or identifies needed changes and forwards the information to the LSF coordinator.

Performs other related duties as assigned.

**B. Evaluation Factors**

**1. Knowledge Required by the Position**

Knowledge of the organizational structure of the State Statistical Office (SSO) and its office procedures.

Knowledge of the agricultural subject matter.

Knowledge of basic sampling concepts and nomenclature.

Skill in performing statistical computations (e.g., ratios, percentages, weighted averages).

Skill in utilizing computer equipment and a variety of commercial software packages (e.g., WordPerfect, Harvard Graphics, Lotus 1-2-3, dBASE, or the

equivalent); the ability to access software via the local area network (LAN); a qualified typist is required.

Knowledge of basic list sampling frame functions.

Knowledge of restrictions on the release of data and of confidentiality requirements.

**2. Supervisory Controls**

The incumbent is under the administrative supervision of the Deputy State Statistician. Technical supervision is provided by the commodity group leader or by one of the commodity statisticians, depending on the needs of a given project. The supervisor outlines the objectives, deadlines, and priorities of each assignment and thoroughly explains any special requirements. Work may be spot-checked while in progress, although recurring or routine assignments are subject to only a cursory review. Completed work is reviewed for adequacy, conformance with established policies and procedures, and accomplishment of stated objectives.

**3. Guidelines**

Guidelines, either agency-wide or office-generated, are available to assist in most survey projects. These include Technical instructions and manuals (e.g., estimation manuals, editing manuals) issued from headquarters, as well as documentation prepared within the SSO and handed down from survey to survey and year to year. Precedent and lessons learned via individual experience are also relied upon to guide future action.

**4. Complexity**

The mission of the SSO is such that a number of survey projects are in progress simultaneously, each in a different stage of completion. The incumbent must deal with the conflicts and complications inherent within this situation. Assigned to participate in a number of these ongoing projects, the incumbent may be assembling materials for one survey, editing data for another survey, and filing post-survey documentation for yet another survey - all at the same

time. The incumbent is, however, aided by specific guidelines and instructions, and the majority of assignments follow standard and established practices and procedures.

**5. Scope and Effect**

The work of the office is part of an extensive data gathering effort whose final results have an impact at both the national and international levels. Timeliness and accuracy are essential at every step in the process, from initial collection, through analysis, to the posting of final estimates. This is self-evident. The results of this or any other effort cannot be valid unless the building blocks are sound. In helping to insure that soundness, the incumbent plays an essential supporting role.

**6. Personal Contacts**

Contacts are established with statisticians in the office, and, to a limited extent, with employees in other NASS offices. Outside contacts are less frequent, but may include survey participants, agri-business personnel, state government employees, and NASDA enumerators.

**7. Purpose of Contacts**

Contacts are for the purpose of clarifying instructions, receiving assignments, and exchanging information.

**8. Physical Demands**

The work is mainly sedentary; no special physical demands are levied.

**9. Work Environment**

The work is performed in an office setting.

**C. Other Considerations (Check if applicable)**

- Supervisory Responsibilities (EEO Statement)
- Training Activities - Career Intern, Student Career Experience Program
- Motor Vehicle or Commercial Driver's License Required
- Pesticide Applicators License Required
- Safety/Radiological Safety Collateral Duties
- EEO Collateral Duties
- Drug Test Required
- Vaccine(s) Required
- Financial Disclosure Required
- Special Physical Requirements/Demands
- Other: \_\_\_\_\_