

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: _____