

REASON FOR			POSITION DESCRIPTION COVER SHEET				
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER					
RECOMMENDED							
4. TITLE			5. PAY PLAN	6. SERIES	7. GRADE		
8. WORKING TITLE			9. INCUMBENT <i>(Optional)</i>				
OFFICIAL							
10. TITLE Statistical Assistant (Office Automation)							
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A	17. CLASSIFIER	
GS	1531		06	MONTH/DAY/YEAR	YES	NO	MS
				4/22/02			
18. ORGANIZATIONAL STRUCTURE <i>(Agency/Bureau)</i>							
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	
21. Supervisor's Name and Title			24. Second Level Supervisor's Name and Title				
FACTOR EVALUATION SYSTEM							
FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS		
1. Knowledge Required							
2. Supervisory Controls							
3. Guidelines							
4. Complexity							
5. Scope and Effect							
Grade based on PCS for Statistical Assistant Series, GS-1531 (TS-68 dtd 6/67)				28. GRADE	28. 06		
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				
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)							
32. Remarks FLSA: N No known promotion potential			Standard Job#1531-06		33. OPM Certification Number		

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1)	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2)	6. IP NO. (8)
A/C/D/I/R				06	

B. MASTER RECORD

1. PAY PLAN (2)	2. OCC.SER (4)	3. OCC FUNC. CD (2)	4. OFF. TITLE CD (5)	5. OFF. TITLE (38)					
GS	1531		0001	STATCL ASST					
6. HQ.FLD.CD. (1)		7. SUP.CD. (1)		8. CLASS STD. CD. (1)		9. INTERDIS. CD. (1)	10. DT. CLASS (6)		
1=HQ 2=FLD		8 2=Sup. GSSG 4=Sup. CSRA 5=Mgmt. CSRA		X=New Std. Applied Blank=NA		N=NO Y=Interdis	MO	DAY	YEAR
							04	22	02
11. EARLY RET. CD. (1)			12. INACT/ACT (1)		13. DT. ABOL. (6)		14. DT.INACT/REACT (6)		15. AGCY. USE (10)
1=Primary 2=Secondary			3=Foreign Svc. Blank=NA		A I=Inactive A=Active		MO DAY YEAR		
16. INTERDIS. SER. (40)									
(4)		(4)		(4)		(4)		(4)	
17. INTERDIS. TITLE CD. (50)									
(5)		(5)		(5)		(5)		(5)	

C. INDIVIDUAL POSITION

1. FLSA CD/PAY TABLE CD (1)		2. FIN. DIS. REQ. (1)		3. POS. SCHED. (1)			4. POS. SENS. (1)			5. COMP. LEV. (4)											
N E=Exempt N=Nonexempt		0 N 0=None 3=SF 278 4=OGE 450		A=Sched A B=Sched B C=Sched C			0=Excepted but not A, B, C			1N N 1=Low risk/non sensitive 2=Non critical sensitive 4=Special sensitive 5=Moderate risk 6=High risk		06XX									
6. WK. TITLE CD. (4)				7. WK TITLE (38)																	
8. ORG. STR. CD. (18)								9. VAC. REV. CD. (1)													
1st		2nd		3rd		4th		5th		6th		7th		8th		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)		13. DUTY STATION (9)			14. BUS. CD. (4)		15. DT. LST. AUDIT (6)		16. PAS. IND. (1)		17. DATE EST. (6)						
06				Blank=N/A Y=Yes		State (2) City(4) Cnty(3)					MO DAY YEAR		Blank=N/A 1=PAS		MO DAY YEAR						
													04 22 02								
18. GD. BASIS. IND. (1)								19. DT. REQ. REC. (6)		20. NTE. DT. (6)			21. POS. ST. (1)								
N 1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG		4=Sup./Program 5=RREG 6=Policy Analysis GEG						MO DAY YEAR		MO DAY YEAR			Y=Perm N=Other								
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results)																					
Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev. 4=PME/Activity Rev.				Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev. 8=Panel Rev.				Results 1=No Action Req. 2=Minor PD Change 3=New PD Req. 4=Title Change				5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade 8=New Pos.		9=Other							
23. DT. EMP. ASGN. (6)			24. DT. ABOL. (6)			25. INACT/ACT (1)		26. DT. INACT/REACT (6)			27. ACCTG. STAT. (4)		28. INT. ASGN. SER. (4)		29. AGCY. USE (8)						
MO DAY YEAR			MO DAY YEAR			A 1=Inact. 2=Act.		MO DAY YEAR													
30. CLASSIFIER'S SIGNATURE										31. DATE											
32. REMARKS																					
Standard Job #1531-06																					

Statistical Assistant (Office Automation)
GS-1531-06

Standard Job #1531-06

A. Major Duties

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

Works with the commodity statisticians, the Deputy State Statistician and other statistical assistants in the office, in developing specific plans, procedures, and schedules for the conduct of surveys and the processing of survey data and analysis.

Sets up and conducts routine recurring surveys on the agricultural products assigned; prepares survey materials; checks in completed questionnaires; reviews survey responses for accuracy; resolves survey and data problems; reviews and summarizes data; coordinates data entry; based on indications, may recommend estimates for the commodity statistician.

Adapts general instructions to specific situations; corrects procedural or other operational problems; recommends remedial action as necessary.

Completes final survey summary forms, ensuring that indications, estimates and comments are accurate, internally consistent and complete prior to submission to the Agricultural Statistics Board; these duties require a knowledge of coding and associate parameters.

Creates, uses, and maintains numerous data bases containing both numeric and narrative data used in the survey process.

Interviews respondents to collect data or to obtain verification or correct questionable data.

Prepares articles and press releases for publication; prepares and maintains charts, graphs and maps for use in analyzing data, in preparing estimates and forecasts and for inclusion in reports.

Maintains records, files and summaries for the unit pertaining to survey instructions, training materials, post-survey evaluation, etc.; maintains survey questionnaires and disposes of same in accordance with agency requirements.

Updates the list sampling and area frame records following each survey, or forwards the information to the LSF coordinator.

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Assembles published and unpublished statistical data from various sources within and outside the office for use in preparing state releases and reports and in replying to special requests.

Provides training for other assigned personnel, including clerical personnel, student assistants, and trainee level statisticians.

Provides data transcription assistance during times of heavy workload.

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), its office procedures, and the overall function and mission of NASS.

Knowledge of the agricultural subject matter.

Knowledge of the terminology used in survey questionnaires, and of basic sampling and survey concepts, nomenclature and procedures.

Knowledge of probability and non-probability concepts; ability to calculate percentages, ratios, sums, averages and related mathematical/statistical procedures.

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.

Skill in recognizing differences in similar data, and the ability to recognize the logical relationship between sets of reported data.

Knowledge of the mail maintenance system.

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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 received from the Deputy and various commodity statisticians, as dictated by the needs of the project at hand. The incumbent performs most assignments independently, exercising considerable judgment in determining how to proceed. The work is not reviewed in progress; completed projects are reviewed for overall conformance with policy and for the fulfillment of program objectives.

3. Guidelines

Written guidelines are generally available, supplemented by oral instructions from statisticians. Among the written guidelines are manuals, technical instructions, and memoranda addressing procedures to be used in recurring assignments. Some interpretation is needed in applying guidelines to specific situations.

4. Complexity

The incumbent employs a wide variety of statistical techniques in evaluating and analyzing data; identifies and corrects errors; and interprets computer printouts and tapes. When analysis has been completed, the incumbent may prepare a recommended estimate which is then forwarded to the commodity statistician for approval.

Many of the assigned duties are subject to strict deadlines; since one or more surveys may be occurring simultaneously, the incumbent must be adept at managing time and in establishing priorities.

5. Scope and Effect

The accurate and timely collection and analysis of data and the preparation of agricultural estimates are central to the NASS mission. The incumbent's active participation in every step of the survey process, from planning, through data collection and analysis, to the posting of final estimates, enables the incumbent to play an essential role.

6. Personal Contacts

Contacts are established with statisticians in the office, and, to some extent, with employees in other NASS offices. Outside contacts 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, referring work to others, providing guidance and training, 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:

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September 24, 1996