

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Assembles published and unpublished statistical data from various sources within and outside the office for use in preparing state releases and reports and in replying to special requests.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

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: