

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

AGRICULTURAL MARKET NEWS ASSISTANT

POSITION CODE: 00804
Effective: 8-1-90

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, performs specialized functions related to the collection, evaluation and dissemination of agricultural marketing information; contacts cooperators daily to obtain market prices and trends for grain and livestock to be used by market reporters in preparing market reports; tabulates daily, weekly, monthly and annual prices and salable receipts on various agricultural commodities; oversees the operation of the automated attendant; disseminates market information electronically using an automated telemail computer system; responds to telephone and written inquiries from the industry and government concerning market news data; assists the market reporters to gain expertise and add to work production of market reporters; this is the professional recruiting classification level for positions fulfilling promotional and marketing responsibilities in agricultural products.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Contacts country and river grain elevators, livestock order buyers, packing plants and terminal market outlets to receive grain and livestock prices daily.
2. Assists in promoting the availability of services and marketing information from the market news offices; develops public relations materials; attends conventions, shows, and other marketing events.
3. Prepares grain and livestock reports; disseminates reports to Washington, D. C., cooperators, other market news offices and wire services nationwide.
4. Calls radio stations to make broadcasts; reads the market report for taping.
5. Records market reports onto the automated attendant, which provides market information by telephone to farmers and agribusiness representatives.

AGRICULTURAL MARKET NEWS ASSISTANT (Continued)

6. Maintains statistical and historical files on hard copy and word processing diskettes.
7. Uses word processing to prepare and edit a weekly "Transportation Situation" report; disseminates this report by mail to industry cooperators and others.
8. Responds to telephone and written inquiries for market news data.
9. Maintains an up-to-date computerized subscription list.
10. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in agriculture, agricultural marketing, agricultural economics and/or general marketing.

Knowledge, Skills and Abilities

Requires elementary knowledge of the principles and practices involved in marketing Illinois agricultural products.

Requires elementary knowledge of computer operation, word processing and spreadsheet software packages.

Requires elementary knowledge and understanding of grain and livestock terminology.

Requires elementary knowledge of market reporting terminology.

Requires elementary knowledge of trade practices and marketing distribution channels for farm products.

Requires elementary knowledge of agricultural commodity production, marketing, price fluctuations and price advantages.

Requires ability to collect and communicate market news information.

Requires ability to express market information clearly and concisely, in oral and written form.

Requires ability to gain and maintain effective working relationships with agricultural businesses, groups and individuals.