

PURCHASING ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of secretarial and clerical duties and assisting in duties relating to purchasing or assisting in the purchase of bid items. Although the emphasis of work is clerical and secretarial in nature, incumbents provide assistance to other persons directly involved in purchasing processes and procedures. Work is performed under supervision with leeway for independently performing most job tasks.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Requests price quotations and compares quotations received;

Prepares and processes purchase orders;

Files records and maintains files in the assigned work area;

Types correspondence, narratives, reports and other documents;

Opens and distributes mail and answers routine correspondence;

Schedules appointments for employees of the department and maintains the department's appointment calendar;

Checks prices on invoices and approves payment of invoices;

Makes price inquiries and negotiates price adjustments;

Compiles a summary of price quotations and determines makes a recommendation concerning which vendor will receive an order;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of principles and practices of large scale purchasing; good

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knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; working knowledge of account keeping methods and procedures; ability to understand follow oral and written instructions; ability to perform arithmetical computations accurately; ability to maintain detailed records and to prepare reports; ability to negotiate price adjustments; ability to type at the rate of 35 wpm; and basic clerical aptitude.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of an Associate's Degree and one (1) year of experience in a position involving duties related to pricing and purchasing supplies and equipment; or
- (B) Three (3) years of experience in a position involving duties related to pricing and purchasing supplies; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.