NEW AUG 0 - 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Purchasing Assistant 1	CODE: 64511C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from supervisor, verifies cost & quantities of supplies & materials, obtains information regarding purchase, materials &/or prices, reviews invoices, purchase orders & receiving reports for technical accuracy pertaining to specifications &/or prices, answers inquiries on general purchasing procedures & types & maintains files; -PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	49-69	Verifies cost & quantities of supplies & materials, notes substitutions & determines if variance meets specifications & costs, obtains information regarding purchases materials &/or prices, corrects invoices, purchases stocks & issues office supplies & printed forms & reviews invoices, purchase orders & receiving reports for technical accuracy pertaining to specifications &/or prices.	Knowledge of (1) agency purchasing policies, procedures & regulations*, (2) state procurement regulations*, ability to (3) calculate fractions, decimals & percentages, (4) deal with problems involving few variables within familiar context, (5) sort items into categories according to established method, (6) complete routine forms.
2	22-32	Types purchase orders, memos, letters &/or reports; checks invoices &/or receiving reports for accuracy; maintains record storage, term contract &/or supplies catalog files; prepares inventory report for internal cost accounting.	Knowledge of 1*, 2*; skill in (7) typing; ability to 3, 4, 6, (8) gather collate & classify information about data, people or things.
3	9-19	Keeps records of materials & invoices received & submits for payment; assists in preparing & processing contracts &/or specifications for distribution; handles general requests for information pertaining to contracts, bonds, payments & billings.	Knowledge of 1*, 2*, (9) public relations, (10) bookkeeping; ability to 3, 4, 5, 6, 8, (11) answer routine telephone inquiries from public.

(752) 123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Ability to calculate fractions, decimals & percentages & to read & write common vocabulary plus: 1 course in typing (or 1 mo. exp.); 1 course in public relations (or 1 mo. exp.); 1 course in bookkeeping (or 1 mo. exp.); or equivalent.

TRAINING & DEVELOPMENT:

FORM ADM-4134

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Purchasing Assistant 1	64511C