OHIO
CLASSIFICATION
SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE: Purchasing Assistant 2	CODE: 64512 C
MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from supervisor, checks purchase orders for accuracy, analyzes requisitions for material, supplies &/or services, serves as lead worker (i.e., provides work direction & training) over clerical staff, assists in analyzing amount of items to be purchased & makes suggestions as to possible vendor;

-PERFORMS RELATED DUTIES AS REQUIR

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	58-68	Processes case service or bid purchase orders, or checks purchase requisitions for prices, totals, discounts, coding, specifications &/or control compliance, analyzes requisitions for material, supplies & service, receives numbers & determines proper coding, determines proper procedures for procurement & contacts vendors for best prices or information regarding products &/or services.	Knowledge of (1) agency purchasing or case service processing policy, rules & regulations*, (2) state procurement regulations*; skill in (3) typing; ability to (4) calculate fractions, decimals & percentages, (5) deal with problems involving severable variables in familiar context, (6) answer routine telephone inquiries from public, (7) gather, collate & classify information about data, people or things.
2	17-23	Serves as lead worker (i.e., provides work direction & training) over clerical staff in typing purchase orders, inventory &/or price lists; assigns class, items & specification numbers to purchase forms.	Knowledge of 1*, 2*, (8) functional supervision*; ability to 3, 5, 7, (9) check pairs of items that are similar or dissimilar, (10) establish friendly atmosphere as supervisor of work unit or work alone.
3	12-22	Assists in locating sources of materials & supplies; works with public by providing information regarding department procurement practices, purchase of materials, supplies &/or services; prepares forms allocating costs of material; verifies delivery of material for all invoices received.	Knowledge of 1*, 2*, (11) public relations, (12) bookkeeping; ability to 3, 5, 6, 7, 9.

(753)

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.

FORM ADM-4134

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