CLASSIFICATION SPECIFICATION

CLASS NUMBER 10211

PURCHASING ASSISTANT

OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES

EFFECTIVE

MAY 5, 2002

The duties are arranged in order of importance. However, the specific duties and the frequencies listed may vary across counties depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS. Therefore, a Purchasing Assistant may not perform all of the duties listed. However, it is mandatory that the first (I) duty be performed a minimum of 20% of the time.

Summary of Essential Duties

The primary purpose of the Purchasing Assistant position is to assist with purchasing and maintaining inventory of supplies and materials for the agency.

Duties

Frequency: 70% +/- 20%

I. Assists with the purchasing of supplies and maintains inventory of supplies and materials for the Agency.
   - A. Assists with the maintenance of inventory of supplies and materials.
   - B. Assists with ordering supplies and distributes supplies and materials for the agency.

Frequency: 30% +/-10%

II. Performs clerical duties.

KSA'S FOR THE
JOB CLASSIFICATION OF
PURCHASING ASSISTANT

DUTY	KNOWLEDGE	SKILLS	ABILITIES
I	Purchasing practices, policies and procedures; Administrative practices; Office practices and procedures; Inventory procedures (e.g., determining needs, ordering, maintaining files); Computer systems (e.g., PET); Purchasing and service contracts; Bids, vouchers, requisitions and invoices; Typing principles; Procurement practices; Intermediate mathematical principles.	Computer operations; Organization; Negotiating; Typing; Basic mathematics.	Perform intermediate-level mathematical calculations; Maintain inventory; Order and acquisition supplies; Maintain storage facility; Prepare inventory report; Distribute supplies; Verify cost of supplies; Type purchase orders; Stock supplies; Track location of equipment; Maintain computer files of equipment inventory and status.
II	Clerical and administrative practices and procedures; Office practices and procedures; Typing principles; Data entry functions; Filing procedures.	Data entry/typing; Writing; Organization.	Maintain accurate records; Operate a keyboard on data entry equipment; Work with others; Store records; File information; Assist other workers.

Minimum Qualifications

- Formal education in arithmetic that includes addition and subtraction, and reading and writing common English vocabulary.

Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

Unusual Working Conditions/Hazards

The incumbent has almost no responsibility for the physical safety of others. Additionally, the position involves minor risks or discomforts while stocking and lifting office supplies and materials.