

Iowa Department of Administrative Services – Human Resources Enterprise  
Job Classification Description

## Purchasing Assistant

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### Definition

Performs administrative support work within an established purchasing operation; performs related work as required.

*The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.*

### Work Examples

Processes purchase orders/requisitions items consistent with the state's purchasing methods, guidelines, regulations, procedures/practices, and agency guidelines.

Enters documentation within the state's financial processing system; assists with vendor account setups and modifications.

Reviews vendor claims for accuracy, receipt of purchase and, in emergency situations, may contact vendors to procure necessary supplies.

Assists procurement specialist by placing orders for routine and small purchases; completes local purchases as needed.

Assists with maintaining purchasing or payment logs or other tracking mechanisms.

Enters accounting codes into procurement card system.

Keeps in contact with vendors to obtain information, verify the accuracy of products/services, clarify specifications, and resolve routine problems arising out of inconsistencies or errors.

Maintains purchasing records/vendor catalogs and updates as necessary.

### Competencies Required

Knowledge:

- Customer and Personal Service – Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Administrative – Administrative and office procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and workplace terminology.
- Basic Arithmetic – Addition, subtraction, multiplication, and division.

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- Clerical Procedures – Word processing, managing files and records, designing forms, and other office procedures and terminology.
  - Economics and Accounting – Economic and accounting principles and practices, the financial markets, banking, and the analysis and reporting of financial data.

**Abilities:**

- Oral Comprehension – Listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression – Communicate information and ideas in speaking so others will understand.
- Near Vision – See details at close range (within a few feet of the observer).
- Written Comprehension – Read and understand information and ideas presented in writing.
- Information Ordering – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Written Expression – Communicate information and ideas in writing so others will understand.
- Speech Clarity – Speak clearly so others can understand.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.
- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Category Flexibility – Generate or use different sets of rules for combining or grouping things in different ways.

**Skills:**

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Speaking – Talking to others to convey information effectively.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.
- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Service Orientation – Actively looking for ways to help people.

**Minimum Qualification Requirements**

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Graduation from high school, GED, or equivalency, and experience equal to two years of full-time clerical work in purchasing, accounting, budgeting, or storekeeping.
- 2) A total of two years of education and/or full-time experience (as described in number one), where thirty semester hours of accredited college or university coursework in any field equals one year of full-time experience.
- 3) Current, continuous experience in the state executive branch that includes eighteen months of full-time work in a clerical or storekeeping role.

*Effective date: 04/26 SA*