

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
PURCHASING ASSISTANT

DEFINITION

Performs clerical work of a semi-technical nature in an established purchasing operation; performs related work as required.

The Work Examples and Competencies listed 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.

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

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

Maintains purchasing records/vendor catalogs and updates as necessary.

COMPETENCIES REQUIRED

Knowledge of established purchasing methods, guidelines, regulations, instructions, and procedures including buying, inspection and shipping methods.

Knowledge of the grades and qualities of a variety of materials, supplies and equipment.

Knowledge of modern office practices, procedures and equipment.

Ability to maintain clerical records including vendor catalogs.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Follows policy and cooperates with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from high school or G.E.D. and experience equal to two years of full-time clerical work in purchasing, accounting, budgeting, or storekeeping;

OR

an equivalent combination of education and experience substituting one year of accredited post high school education for each year of the required experience;

OR

employees with current continuous experience in the state executive branch that includes experience equal to eighteen months of work as Clerk, Clerk Advanced, Clerk Specialist, Accounting Clerk 1, 2 and 3, or Storekeeper 1, 2 and 3.

Effective Date: 10/07 JG