ASSISTANT PURCHASER

DISTINGUISHING FEATURES OF THE CLASS: This is primarily technical work of a moderately complex nature which also involves incidental high-level clerical work. The work differs from that of a Principal Purchasing Clerk in that technical purchasing functions are performed and differs from Purchaser in the performance of high-level clerical tasks. The work is performed under the supervision of a purchasing agent, director or administrator charged with the responsibility for purchasing for the jurisdiction or agency and supervision may be exercised over clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:
Reviews requisitions and completes information as to detailed prices and description; Does routine research on requests and prepares, issues and analyzes approved quotes; Assists in developing and revising specifications for bids under Purchaser's guidance; Assists Purchaser in preparing for and scheduling public bidding; Prepares analysis sheets after bids are opened and reviews results with Purchaser; Maintains bid list and catalogs from suppliers; Answers routine correspondence; Maintains files of purchasing records and data; May assists with filing and typing of purchase orders.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Good knowledge of procedures in purchasing as used in a public agency; working knowledge of office terminology and procedures; ability to work independently within scope of general direction; ability to carry out oral and written instruction; ability to establish and maintain successful relationships with others.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and three (3) years of responsible clerical experience, at least two (2) years of which must have been in a purchasing office or setting or in support of purchasing function.

PROMOTION: Two (2) years of experience as a Principal Purchasing Clerk or its equivalent.