

## **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 assist 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.