

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Purchasing Assistant**

**Class Code: 11810**

**Pay Grade: GE**

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### **A. Purpose:**

Provides office support for the purchasing agency by preparing purchase orders and requisitions; processing vouchers; maintaining inventories; answering phone calls and preparing correspondence for the purpose of purchasing supplies, equipment, or services.

### **B. Distinguishing Feature:**

Purchasing Assistants initiate bid lettings, prepare purchase orders and requisitions, process vouchers, inventory, prepare and mail correspondence, and maintain logs of current contracts. Purchasing/Property Management Officers develop policies and procedures, plan and implement budgets, supervise personnel, authorize purchases, prepare reports and purchasing manuals, and direct warehouse operations.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Processes and prepares purchase orders and requisitions by obtaining specifications, typing, obtaining supervisor's approval and mailing to the vendors to notify vendors of the need for supplies.
2. Processes and prepares direct, travel, receiving, and non-cash vouchers by obtaining specifications, typing, obtaining supervisor's approval and mailing to the vendors to ensure payment of all unpaid bills.
  - a. Audits, prepares, and distributes billings for telephone use and other utilities and services.
  - b. Updates state contract ordering forms, keeping items and prices uniform.
3. Assists in maintaining the central inventory by checking physical inventories and recording changes in inventories as they occur to maintain an accurate, updated account of properties.
4. Answers and makes telephone calls; composes and/or types correspondence with vendors regarding wrong merchandise sent, shortages, overshipments, or delivery reminders to resolve any problems that arise between the agency and the vendor.
5. Maintains a filing system for information such as accounts payable, vouchers, correspondence, returned bids, or filled purchase orders to ensure an accurate account of activities.
6. Receives visitors and phone calls and answers questions or directs them to the appropriate authority to ensure that all callers and visitors receive the proper attention.
7. Prepares and types various reports such as gasoline usage, surplus property available, or maintenance performed to provide written documentation of activities or properties.
8. Performs other work as assigned.

### **C. Reporting Relationships:**

Typically the incumbent does not supervise.

### **D. Challenges and Problems:**

Challenges include ensuring all invoices are paid in a prompt manner to avoid paying interest on late payments. This is difficult because some offices make many purchases from a wide variety of vendors. Also challenging is resolving problems with vendors regarding incorrect statements of accounts, wrong shipments, defective or broken shipments, disagreements between invoice and contract prices, or unfilled purchase orders.

### **E. Decision-making Authority:**

Decisions include when and how much to order for assigned items and required inventory items, awarding bids to the lowest bidder, when to pay bills, the arrangement of the filing system, and how to answer inquiries or where to direct visitors.

Decisions referred include final approval of all purchases, payments, bids let and awarded, budgetary control; and the responsibility to assure compliance with South Dakota procurement policies.

### **F. Contact with Others:**

Daily contact with salespeople to place purchase orders, accountants daily concerning problems with vouchers and invoices, stores clerks daily to inventory supplies, purchasing and printing weekly to obtain contract information, and the public daily to answer phone calls and direct visitors.

### **G. Working Conditions:**

The incumbent works in a typical office environment.

### **H. Knowledge, Skills and Abilities:**

Knowledge of:

- purchasing and procurement practices and regulations;
- modern office equipment operation, practices, and regulations;
- filing systems;
- effective inventory practices;
- available vendors.

Ability to:

- understand written and verbal instructions;
- type accurately;
- establish and maintain effective working relationships with vendors, departmental officials, and the public;
- communicate sufficiently to explain purchasing processes.