

Florida State Courts System

Class Specification

Class Title: Purchasing Specialist

Class Code: 6510

[Pay Grade 17](#)

General Description

The essential function of the position within the organization is to review, manage and process purchase requests. The position is responsible for supervising personnel and/or processing purchase requests, shipping and receiving, working with the vendor bid system, managing inventory, maintaining records/files, handling petty cash and performing complex clerical functions, including preparing reports. The position works under general supervision according to some procedures; decides how and when to complete tasks.

Examples of Work Performed

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Supervises staff, including training, assigning and evaluating work, counseling and recommending discipline; ensures compliance by staff with policy and procedures.

Reviews purchase requisitions for goods and services to ensure allowance of items requested; checks pricing and prepares and processes purchase orders; schedules delivery dates and communicates with requesting department and/or entity regarding order status; maintains communication with vendors.

Processes supply orders; prepares paperwork and coordinates artwork with graphics vendors for ordering printed supplies and stationary; orders and distributes legal publications; completes periodic inventory, including file maintenance and organization.

Tracks and maintains case files; assists attorneys with attachments for orders and hearing preparation.

Assists in developing and implementing purchasing procedures and policies relating to purchasing cards; processes purchasing card reports and serves as information resource.

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Audits invoices for processing for payment, including stamping invoices with receipt date and ensuring invoice and purchase order match; prepares non-purchase order memoranda, signatures and accounting lines.

Prepares travel vouchers; processes travel expense reimbursement; balances petty cash receipts; creates payment requests; prepares invoices for payment.

Coordinates maintenance/leasing contracts for equipment such as computers, copiers, telephones, pagers or postage machines; coordinates delivery and placement of furnishings to offices or courtrooms; coordinates or assists with coordination of relocation of judges and court programs.

Performs clerical functions, such as preparing and typing correspondence, performing data entry, setting up and maintaining accounts and record/file systems, answering telephones, preparing and maintaining spreadsheets, scheduling hearings or processing mail.

Attends or conducts staff meetings to exchange information; attends technical or professional classes, workshops or seminars to improve technical or professional skills.

Competencies

Data Responsibility:

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Compiles, examines, or evaluates data or information and possibly recommends action based on results.

People Responsibility:

Refers to individuals who have contact with or are influenced by the position.

Provides assistance to people to achieve task completion; may instruct or assign duties to coworkers.

Assets Responsibility:

Refers to the responsibility for achieving economies or preventing loss within the organization.

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, or small amounts of money.

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Mathematical Requirements:

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses basic algebra calculating variables and formulas, and/or basic geometry, calculating plane and solid figures; may compute discounts, interest, ratios and proportions, and percentages.

Communications Requirements:

Involves the ability to read, write, and speak.

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

Complexity of Work:

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

Impact of Decisions:

Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with minor impact - affects only those in immediate work area.

Equipment Usage:

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, or software programs, such as word processing or spreadsheets.

Education and Experience Guidelines

Education:

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

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Bachelor's degree in business administration, accounting, purchasing or a closely related field.

Experience:

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

Two years of related experience.

Licenses, Certifications, and Registrations Required:

Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

None