

Florida State Courts System

Class Specification

Class Title: Purchasing Technician

Class Code: 6515

[Pay Grade 11](#)

General Description

The essential function of the position within the organization is to provide technical and clerical support in the purchasing process. The position is responsible for providing support with the vendor bid system and inventory management, processing purchase requests, shipping and receiving, recourse tracking, reconciling purchasing cards, dispensing supplies, and performing related clerical tasks. 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.)

Receives requests for goods and services and prepares and processes purchase orders, supply requisitions or competitive solicitations for procurement of goods and services in compliance with applicable procedures and regulations.

Researches and locates products by various means; analyzes price proposals, financial reports and similar data/information to determine reasonable value.

Dispenses supplies such as toner to Courts System employees in accordance with departmental procedures; maintains inventory levels and places and receives orders for supplies of responsibility.

Provides assistance with the movement and setting up of court equipment, telephone systems, electronic recorders and similar equipment; performs routine maintenance and minor repairs on office equipment as needed.

Assists with inventory control for asset-tagged furnishings and equipment through established receipt, storage and inventory control procedures.

Communicates with persons outside the organization, including the public, and other governmental agencies or vendors, to exchange information.

PURCHASING TECHNICIAN

Performs clerical tasks, such as entering purchase orders into the computer system, processing and delivering incoming and outgoing mail, maintaining records, photocopying, or faxing.

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.

Collects, classifies, and formats data or information.

People Responsibility:

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

Provides assistance to people to achieve task completion.

Assets Responsibility:

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

Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

Mathematical Requirements:

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

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

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.

PURCHASING TECHNICIAN

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional 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 very minor impact - affects only the individual.

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 custom applications.

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.

High school diploma or GED.

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.

One year of experience in computer operations, accounting, purchasing or a related field.

Licenses, Certifications, and Registrations Required:

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

None