



# Judicial Council of Georgia Administrative Office of the Courts JOB ANNOUNCEMENT

## Purchasing & Procurement Specialist (EL)

**Recruitment Period:** Submit resume by August 12, 2018

**Number of Positions:** One (1) position

**FLSA Status:**

Exempt

**Salary:** \$30,000.00 -\$46,000.00

**Position Location:**

Fulton County, GA

### Job Summary

Under the direction of the Business Operations Manager, the Purchasing and Procurement Specialist will provide administrative support in a variety of procurement activities. Assistance includes managing the centralized purchasing function for the agency, maintaining communication with vendors and customers to identify purchasing needs and requests. Additional duties entail preparing billing and financial reports, performing financial transactions and related bookkeeping functions for assigned areas, and advising clients.

### Job Responsibilities and Performance Standards:

- Assists in the development of policies and procedures for purchasing and other departmental support services.
- Communicate with employees, vendors, contractors, and others responding to questions regarding the Purchasing Card (PCard) program including appropriate use; spending limits; card status; Merchant Category Codes; fraud attempts; and Works entry, completion, and navigation.
- Responsible for recommending, seeking approval for, implementing and enforcing policies and procedures to govern the agency's acquisition of a wide range of supplies, equipment and services in compliance with state purchasing guidelines and Federal regulations. Attends appropriate training.
- Applies researchable methods to assist in determining the best methodologies of obtaining commodities and services.
- Resolve and/or mediate purchasing issues.
- Receives request for purchases both by electronic means and physical delivery.
- Ensures all received purchase requests are approved by management before proceeding.
- Verifies all required codes are correct and complete and that any required special approval has been obtained.
- Reviews Purchase Requisitions for completeness while assisting by writing accurate and complete specifications for purchase procedures if necessary.
- Creates and posts all Purchase Requisitions and Purchase Order Numbers for the agencies departments.
- Determines if special terms and conditions are restrictive or unreasonable according to established procedures and guidelines for purchases.
- Monitors and accurately updates pending purchase requisition status report within an established timeframe.
- Performs other duties as assigned by Management.

**The JC/Administrative Office of the Courts is an Equal Opportunity Employer**

**Minimum Job Requirements:**

Bachelor's degree from an accredited college or university in public administration, business administration, accounting, finance or accounting experience in a related field, OR three years of related experience.

**To apply:**

Applicants must submit a resume to [resume@georgiacourts.gov](mailto:resume@georgiacourts.gov) by close of business **August 10, 2018**. This position is subject to close at any time once a satisfactory applicant pool has been established.

**Subject line must include: Proc/Purch Specialist**

**Additional Information:**

Due to the volume of applications received, we are unable to provide information on application status by phone or email. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring manager to complete next steps in the hiring process.

Applicants who require accommodations for the interview process should contact [resume@georgiacourts.gov](mailto:resume@georgiacourts.gov) or call 404-463-0638. The JC/AOC will attempt to meet reasonable accommodation requests whenever possible.