

**Alaska Court System
Class Specification**

PROCUREMENT SPECIALIST I

Range: 14

EEO4: 02

SOC: 13-1023

Class Code: C0214

Definition:

Under general direction, a Procurement Specialist I performs professional and technical procurement and supply work in the Administrative Offices of the Alaska Court System. Duties include expediting the purchase of materials, supplies, services, equipment, and commodities; reporting and disposal of excess property and equipment; and other related duties as assigned.

Distinguishing Characteristics:

Procurement Specialist I is the entry level in the professional procurement and supply class series. An incumbent is expected to learn and perform the full range of Procurement Specialist duties. The Procurement Specialist I is distinguished from the Procurement Specialist II in that the Procurement Specialist II performs more complex purchasing functions, has greater discretion and independence, and is assigned supervisory duties on a regular basis.

Supervision Received: A Procurement Specialist I receives specific supervision in outlining goals to be obtained and projects to be completed, but the incumbent is allowed to develop means and procedures for meeting goals and completing projects.

Supervision Exercised: A Procurement Specialist I may assist the Finance Officer or Facilities Manager in supervising technical and clerical subordinates. This supervision does not involve hiring or discipline, but may involve recommendations to do so. The supervision may involve assigning duties and evaluating performance, giving directions, and setting priorities, subject to approval of a higher level authority.

Complexity of Tasks: The duties of a Procurement Specialist I require knowledge and use of a wide range of standard procedures and analysis of facts to determine appropriate action.

Independent Judgment: The duties of a Procurement Specialist I require the application of independent judgment within the limits of standard procurement practice, policies, and procedures adopted by the Alaska Court System and involve considerable latitude and authority for discretion and judgment in requisitioning and ordering, preparation of specifications, purchasing expediting, and the acquisition and designation of excess property.

Examples of Duties:

Assist with the preparation of requisitions and screen for proper commodity descriptions and quantities requested in relation with previous usage. Determine appropriate substitutions and methods of obtaining required items; identify and prepare specifications and descriptions of

equipment, supplies, and materials; solicit quotations and awards contracts to vendors for a wide variety of supplies and materials for all court system locations.

Expedite the purchase, shipment, and distribution of items and commodities. Contact vendors as necessary to resolve supply problems and monitor the delivery and distribution of purchases. Follow through on accounting functions of purchased items when required.

Prepare informal, and sometimes formal, bid specifications for the procurement of goods and services; complete the follow-up bid opening, evaluation, and preparation of abstracts; notify bidders of results; and award appropriate contracts to vendors.

Maintain suspense files on purchased items; monitor and expedite delivery and distribution and assure terms of contract are met. Coordinate problems between using departments and vendors in regard to delivery or payment of orders.

Attend seminars and equipment demonstrations to enhance knowledge of equipment and supply changes and trends. Maintain vendor performance records and current commodity catalog reference library.

Perform property inventory and property management functions as assigned; supervise the maintenance of property accountability logs, records, and descriptions.

Monitor the performance of contractors and service providers. Investigate complaints from court personnel; work to resolve problems; recommend termination of contracts for noncompliance.

Perform other related work as assigned.

Knowledge, Skills, and Abilities:

The Procurement Specialist I requires knowledge of:

- Accepted principles and practices, methods, and procedures of governmental purchasing and supply systems, including the requisition, purchase, shipping, storage, and storage, and issuing of material, equipment, and supplies.
- The principles of material inventory, accountability, and custody.
- Accepted administrative techniques and procedures.
- The laws, rules, and regulations governing Alaska Court System procurement.
- A wide variety of commodities, equipment, supplies, materials, and services, and sources of procurement for such items;
- Commodity markets, marketing practices, and commodity pricing methods.

The Procurement Specialist I requires the ability to:

- Function with a high degree of independence.
- Speak and write clearly and effectively.
- Establish and maintain cooperative relationships with those contacted in the course of the work.
- Gather and analyze data, reason logically and accurately, and draw valid conclusions.

- Comprehend written material and interpret and apply appropriate rules and instructions;
- Apply accounting principles to purchasing records and coordinate the work of others.

Minimum Qualifications:

A high school diploma or General Educational Development (GED) certificate;
AND

Two years of work experience in supply, purchasing, or accounting.

OR

A bachelor's degree in any field from an accredited college.

07/86 – Original

08/97 – Revised

05/04 – Revised

12/06 – Revised, WPA

04/07 – Revised, MQs

02/14 – Remove MQQ's