

NEW MEXICO JUDICIAL BRANCH

PROCUREMENT SPECIALIST

This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed.

SUMMARY

Under supervision, establish vendor pricing and encumbrances in accordance with Procurement Code; perform purchase requisitioning and inventory control of furniture, equipment, fixed assets, forms and supplies for a court/judicial entity.

QUALIFICATIONS

Education: High School diploma or General Educational Development (GED).

Education Substitution: None

Experience: Two (2) years experience in procurement, inventory control and basic accounting.

Experience Substitution: None

Other: Completion of a post offer background check may be required.

Knowledge: Knowledge of inventory control and fixed assets; purchase order procedure; computer software including word processing, spreadsheets, databases, presentation software, inventory control and fixed assets; building, audio/visual, fire, HVAC, plumbing, electrical and security systems; bid process procedure including Memoranda of Understanding (MOUs), Request for Proposals (RFPs) and contracts; basic accounting; telephone systems; records management and proper office etiquette.

Skill & Ability: **Skill in** listening and providing goods and services in a prompt and professional manner; organizing and prioritizing work; utilizing a computer effectively in word processing, spreadsheets, database, inventory control, fixed asset and presentation software programs; soliciting bids, proposals and explaining bid procedure; monitoring vendor performance by utilizing quality control and price comparisons; training; multi-tasking; providing customer service; researching; maintaining composure; gathering information and report writing and understanding basic contracts. **Ability to** use a calculator, telephone, audiovisual and other office equipment; communicate effectively both orally and in writing with diverse parties; work in high stress environment; prioritize and set objectives; listen and find solutions; analyze information and transfer in writing to professional services contract.

EXAMPLES OF WORK PERFORMED

Determine need and initiate purchase requisition; procure office supplies; receipt, post payments, prepare and make deposits; assist in budget preparation; provide back-up support in the absence of other staff; prepare procurement card requests and bids/quotes; manage and maintain equipment leases; troubleshoot equipment; prepare, verify, order and enter all invoices and/or purchase documents and review payments; coordinate and schedule furniture and equipment moves and special events with divisions and vendors; plan, organize and coordinate the day-to-day operations of the storeroom;

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perform customer service; responsible for custom print orders; maintain inventories of fixed assets, publications and database subscribers; manage distribution of publications and support services for CD-ROM subscribers; process amendments to court rules and forms for procurement of court rules softbound volumes to be updated; monitor departmental usage of copy machines; serve as communications officer; assist with facility management; organize registration and travel plans; process and distribute mail; ship office supplies to court/judicial entity; coordinate and assist with records management, storage and destruction; set up and troubleshoot audiovisual and telephone equipment. May act as a leadworker for other staff members, volunteers, and community service workers.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The following functions are representative of the work environment and physical demands an employee **may** expect to encounter in performing tasks assigned to this job.

Work is performed in an often fast paced and stressful work environment in an office or court setting. The employee is expected to be punctual and to adhere to assigned work schedule. The employee must regularly interact positively with co-workers and the public; work under severe time constraints and meet multiple demands from several people. The work performed frequently requires frequent use of computers, repetitious hand, arm and finger motions as well as manual/finger dexterity. The employee must be able to work overtime and flexible work hours including weekends and holidays; travel occasionally; move, lift, pull and carry heavy objects frequently weighing 50 pounds and occasionally weighing up to 75 pounds with assistance. Operation of state-owned vehicles is required (valid Driver's license and State Defensive Certificate).

The employee may be required to sit or stand for long periods of time, and exposed to fluctuating building temperatures.