



## OFFICE OF COURT ADMINISTRATION

David Slayton  
Administrative Director

### JOB VACANCY NOTICE

**Posting Date:** June 11, 2018

**Closing Date:** Until Filled

**Job Listing Identification Number:** 00002190

**State Class. No. and PayGroup:** 1932/B16

**State Job Title:** Purchaser III

**FLSA Status:**  Exempt  Non-Exempt

**Agency Job Title:** Purchaser

**Location:** Austin, Texas

**Monthly Salary Range:** \$2,910.00 - \$3,800.00

**Type of Job:**  Full Time  Part Time

**Remarks:** Salary commensurate with experience.

**Travel Required:**  Yes 10%  No

#### **Job Description:**

Performs complex (journey-level) purchasing and procurement work in the Finance and Operations Division of the Office of Court Administration. Work involves purchasing and procuring commodities, equipment, and services using guidelines, rules, policies, and laws. Maintains detailed records of requisitions, purchase orders, and correspondence. Works closely with the Senior Purchaser to process procurements in a timely manner and to prioritize workloads. Serves as a Travel Coordinator assisting with rental car and airfare reservations. Reports to the Deputy Chief Financial Officer under general supervision, with general latitude for the use of initiative and independent judgment.

#### **Minimum Qualifications:**

- Graduation from a senior high school or equivalent.
- Two (2) years of full-time purchasing or closely related experience.
- Skill in utilizing an automated purchasing system.
- Experience with Microsoft Office suite (Outlook, Word, Excel).
- Ability to obtain certification as a Certified Texas Contract Developer (CTCD) within eighteen (18) months of employment.

#### **Preferred Qualifications:**

- College course work in related subjects such as Accounting, Business, or Public Administration.
- Experience with Centralized Accounting and Payroll/Personnel System (CAPPS).
- Two (2) years of full-time State of Texas purchasing experience.
- Certification as a Certified Texas Contract Developer (CTCD), formerly designated as Certified Purchasing Manager (CTPM), or a Certified Texas Contract Manager (CTCM).

- Knowledge and experience with purchasing methods and procedures.
- Knowledge and experience with principles of accounting and business.
- Knowledge and experience with State of Texas travel coordination guidelines.
- Excellent written and verbal communication skills.

**Essential Job Functions:**

- Reviews requisitions, determines purchasing method, and researches pricing for requested goods and services.
- Enters requisitions into the Centralized Accounting and Payroll/Personnel System (CAPPS).
- Processes purchase orders; issues change notices as needed; and provides order status to requesters.
- Performs necessary research and follow-up with vendors on order or shipping issues.
- Assists with writing or obtaining clear specifications for goods and services.
- Assists with preparation and distribution of bid invitations to vendors.
- Assists with the processing of competitive procurements.
- Assists in development of new vendor relationships and participates in vendor forums.
- Supports Historically Underutilized Business (HUB) outreach and assists agency with meeting HUB goals.
- Responsible for determining and maintaining operational inventory levels of office supplies at headquarters.
- Coordinates vendor performance reporting.
- Gathers and provides data needed for various purchasing and procurement reports and records.
- Maintains thorough knowledge of State purchasing rules and regulations.
- Assists with monitoring legal and regulatory requirements pertaining to purchasing and procurements.
- Assists in writing procedures related to agency processes for purchasing, receiving and procurement reports.
- Assists with coordinating and processing travel reservations for agency staff.
- May train others.
- Maintains a high level of professionalism and provides efficient and effective customer service.
- Performs related work as assigned and complies with all OCA policies.

**Note:**

The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met.

51C, 92A, 92Y, 92Z, 51C, 51Z, 90A, 920A, 920B, LS, 310X, 651X, 751X, SK, 420, 020, 28, 33, F&S, MGT16, 3000, 3043, 3044, 6672, 8060, 0402, 3002, 3006, 3010, 6602, 6604, 8057, 8058, 8059, 8060, 8061, 2G0X1, 250X1, 6C0X1, 20C0, 21RX, 63AX, 63S0

Additional Military Crosswalk information can be accessed at [http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_PropertyManagementandProcurement.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_PropertyManagementandProcurement.pdf)

**To Apply:**

Submit a complete application through CAPPs Recruit at this link

<https://capps.taleo.net/careersection/ex/jobdetail.ftl?job=00002190&tz=GMT-05%3A00> .

Applications must be complete, including start and end dates of work experiences. Resumes may accompany applications in CAPPs but will not be accepted in lieu of completed applications. Following a screening of applications, interviews of qualified applicants who have submitted a **completed CAPPs application** will be scheduled. Only applicants interviewed will be notified of their selection or non-selection.

An applicant's response to the question regarding Former Foster Youth on the state application is optional if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated to Human Resources. 1-800-RELAY TX (for hearing impaired).

The Office of Court Administration participates in E-Verify and will provide the Social Security Administration, and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization. Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.