



## COUNTY OF NYE

---

### **CLASS TITLE: PURCHASING TECHNICIAN I**

#### **BASIC FUNCTION:**

Under supervision provides office support related to purchasing, contracting and expediting activities for the purchase of a variety of materials, supplies, equipment and services for use by all County departments.

#### **REPRESENTATIVE DUTIES:** *(Performance of these functions is the reason the job exists.*

*Assigned job tasks/duties are not limited to the representative duties).*

1. Monthly auditing of all County credit card statements and receipts which may include ordering new cards and making changes to existing cardholder accounts.
2. Responsible for monitoring purchase orders to ensure prompt and timely closure of orders.
3. Assists County employees and other users in correct purchasing policies, procedures including processing requested changes.
4. Performs a variety of clerical functions in addition to accounting responsibilities including typing of correspondence, filing, mailing and copying.

#### **EDUCATION AND EXPERIENCE:**

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: graduation from high school or successful completion of a GED or high school proficiency exam.

#### **LICENSES:**

Nevada Drivers License

#### **WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Not applicable.

#### **CONTACTS:**

Supervisor, co-workers, County Staff from various offices, outside vendors.

#### **PHYSICAL EFFORT:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Normal office environment including use of standard office equipment, vision to read printed material and hearing and speech to communicate in person or over the telephone.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such

accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORKING CONDITIONS:**

Work is performed under the following conditions: Normal office environment.