

PLEASE POST !!!

## **OPEN POSITION**

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS  
FOR THE FOLLOWING POSITION:

**7 OFFICE ASSISTANT SR. – PURCHASING**  
**\$14.6871/hr – 35 hrs/wk.**

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept a position within any County office you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) at your cost prior to your hire date as a condition of employment.

POSTED: 06/16/2022

REMOVE: 6/23/2022

## MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: 7 OFFICE ASSISTANT, SENIOR (PURCHASING)**

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### PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide general administrative support to the purchasing department. Duties and responsibilities include, but are not limited to: processing purchase orders, expediting orders, filing packing lists, receiving and distributing incoming mail; preparing and processing outgoing mail; maintaining various office files; greeting the public and answering incoming telephone calls; answering questions and providing information; and performing other duties as required.

### ESSENTIAL FUNCTIONS

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Prepares purchase orders for the procurement of supplies, goods and services; transmits orders to vendors; processes purchase order according to county and departmental policies, ensures appropriate funds are available to support purchase order; maintains copies and files for future reference.

Receives, date stamps and edits requisitions and purchase requests for supplies, materials, equipment and services from county personnel; maintains and updates hard copy of purchase order printouts; notifies individuals of problems or concerns regarding purchase orders or requisitions.

Inputs purchasing and financial data into new world financial system; verifies accuracy of information prior to input; makes corrections as required; prints reports when requested; prepares reports using tabulated information; makes copies and distributes accordingly; maintains thorough understanding of the operations and functions of the procurement module of the AS400 computer system.

Consults with department heads and staff regarding ordering goods, supplies and equipment; maintains minimal inventory of office supplies; purchases additional supplies and goods as required.

Inspects and documents receipt of all goods; arranges delivery of goods through the maintenance department to appropriate area; handles inquiries on the status of new or existing requests by providing information such as vendor names, prices, and other pertinent information.

Types and prepares various correspondence to include letters, memoranda, reports and other documents; creates new forms used within the department; reviews information for accuracy and completeness; makes corrections and/or additions as needed; enters information into computer databases as necessary; maintains copies for departmental files and future reference. Scan and archive files.

Designs layout of departmental forms, and other documents.

Compiles information and statistics for various reports, conducts research to obtain information and data;

Maintains departmental files and documentation; ensures supporting documentation is present and all information is accurate and complete; distributes to appropriate individuals and/or agencies or departments; updates or makes corrections as necessary; closes files; boxes, archives, shreds, and/or purges outdated files.

Inputs mailing lists and various information into databases; updates and/or makes changes as necessary.

Greets clients, staff, and the public; resolves conflicts to requests for information; provides forms, applications and other documents and assists clients in filling out required information; makes appointments for clients.

Received and screens incoming telephone calls; routes calls and/or takes messages as necessary; answers questions from staff, outside agencies, the public or other individuals and provides information accordingly.

Receives incoming mail, UPS/FedEx/Freight Carrier deliveries and overnight packages for departments; sorts and distributes to appropriate individuals; prepares certified letters and outgoing mail; delivers mail to appropriate location; processes outgoing shipments; maintains daily logs and weekly billings. Processes mail through postage machine.

Tracks and maintains daily and monthly postage records; monitors postage balance; prepares monthly and quarterly reports of postage used; reports totals to Controllers Office; maintains postage machine and ensures proper inventory of supplies.

Receives incoming faxes; sorts documents, makes copies and distributes to individual(s) as necessary; maintains copies for departmental files; sends outgoing faxes as requested by supervisor(s) and or other staff and individuals.

Maintains inventory of office supplies; orders replacement materials as needed.

Utilizes various office equipment such as personal computer, mainframe, fax machine, typewriter, photocopier, and other equipment as necessary to perform daily duties; uses various computer software in the preparation of reports, and documents; keeps apprised of changes in equipment and software; learns new software as necessary.

Provides backup for other administrative staff and relief for switchboard operator during absences, lunch, and breaks as required.

## **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by one (1) year of previous experience and/or training involving general administrative and/or clerical functions; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations .

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of office equipment such as computer, typewriter, fax machine, photocopier, postage machine and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive data, and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division.

**Functional Reasoning:** Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.