

**Job Description: ASSET/RISK MANAGER**  
**(COMMISSIONERS' COURT/PURCHASING)**

**CLASS NO.** 308

**EEOC CATEGORY:** Office and Clerical

**PAY GROUP:** 18

**FLSA:** Nonexempt

**SUMMARY OF POSITION**

Performs various secretarial duties and assists Purchasing Director in daily functions of the Purchasing Department. Duties include obtaining price quotes, placing orders, completing requisitions, issuing purchase orders, maintaining files and inventory records, typing reports, memos and other documents, answering the telephone and corresponding with employees and vendors. Responsible for all duties delegated to the Purchasing Department in the absence of the Purchasing Director.

**ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Purchasing Director
2. Directs: This is a non-supervisory position.
3. Other: Maintain a high level of professionalism and an effective working relationship with county employees, officials, private vendors and the general public.

**EXAMPLES OF WORK**

Essential Duties\*

Assists Purchasing Director with day-to-day tasks of the office as directed;

Perform activities involved in procuring supplies, material and equipment in accordance with standardized office and purchasing procedures of the County. Process requisitions received from individual departments, obtain quotes, prepare purchase orders, place orders, ensure proper product on delivery;

Call, fax, e-mail or mail material to expedite orders through the Purchasing Department for all County departments;

Reconcile packing slips with existing orders to ensure accuracy of shipments received;

Processes return packages and credits;

Provide information to departments and vendors regarding purchase orders acquired by or for them;

Produce purchase orders for all County departments;

\*For the purpose of compliance with the Americans with Disabilities Act (ADA)  
This job description does not take into account potential reasonable accommodations.  
Updated and Approved CC 6/23/2015

## **CLASS NO. 308 (Continued)**

Distribute purchase orders to departments after editing, printing and logging date issued and noting department issued to;

Create and maintain vendor information;

Establish and maintain departmental records and files;

Maintain an accurate inventory of current stock of office supplies and replenish as needed;

Follow policies and procedures; complete tasks on time; respond to management direction and instructions.

Notary public

Administrator for surplus online auction site

Prepare tax exempt forms

Maintain county bonds and insurance policies (auto, general, property, public officials, law enforcement)

Review/submit insurance loss reports

Maintain county vehicle titles, registrations and gas refund report to state comptroller

Maintain county capital assets

Postage meter duties

### General Knowledge\*

Knowledge of the general ledger, accounting procedures, budgeting, vendors, vendor maintenance, journal entries, and department account numbers and available funds;

Knowledge of Microsoft Excel, Microsoft Word and County's Financial System;

Net Data Financial Program is designed for counties to assist in accounting, budgeting and payroll. Purchasing staff must have the skills and ability to maneuver this program to efficiently assist all departments county wide;

### Other Important Duties\*

Responsible for numerous County credit cards used for on-line orders, hotel reservations, registrations, airline reservations and in store purchases;

Perform general payment processing duties by reviewing purchase orders for completeness, processing invoices and determining the appropriate line items;

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**CLASS NO. 308 (Continued)**

Ability to access all department line items and budgets by using the accounting software provided by Net Data;

Assist all departments with budget balances, budget printouts and monitor correct accounts used for purchase orders.

Notify departments of budget amendments needed for insufficient funds;

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* generally accepted accounting principles and practices; current office practices and procedures; demonstrates proficiency in both oral and written communication; type accurately at a speed of at least 45 words per minute; prepare records, reports and correspondence neatly and professionally; establish and maintain effective working relationships with co-workers, vendors and the general public; and operate standard office equipment, including computer using standard word processing software, typewriter, copier, fax machine and various software applications.

**ACCEPTABLE TRAINING AND EXPERIENCE**

High school graduation, or its equivalent, plus at least one year of experience in accounting or related clerical experience;

*or* any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**CERTIFICATES AND LICENSES REQUIRED**

None.