



# Administrative Office of the Courts

## Job Description

<b>Job Title:</b>	AOC Procurement Officer	<b>Grade:</b>	GS06
<b>Division:</b>	Finance and Administration	<b>Revision Date:</b>	May 25, 2021

### **POSITION SUMMARY:**

The Procurement Officer is responsible for coordinating the acquisition of supplies and equipment, planning distribution of purchase requests, monitoring vendor activities, and other financial duties. This position is governed by state and federal laws and agency policy. The Procurement Officer reports directly to the Finance and Administration Director.

### **JOB DUTIES:**

- Coordinates with other Justice Building staff involved in purchasing activities by providing purchasing documents (purchase orders, outline agreements, asset creation for asset purchase orders) regarding acquisition of equipment.
- Assists departments in coordinating and preparing specifications for major projects.
- Advises departments on purchasing procedures.
- Solves complex purchasing problems.
- All these functions must be performed in the Statewide Accounting System (AASIS).
- Organizes and keeps current all renewals (and converts to fiscal year basis as much as possible) to ensure the Computer Information Systems (CIS) Division does not lapse any license agreement. A large portion of procurements involves the purchase and annual renewals of software contracts.
- Familiarity of information technology purchases is a preferred.
- Ability to perform competitive bids, create contracts and demonstrate knowledge of ME21N/ME22N/ ME9F and ZPOP as well as analyze contracts using ME23N.
- Ability to create Pos according to state guidelines including purchases of state contract items potentially fulfilled by another vendor and purchases of fixed assets requiring asset creation in order to create Purchase orders.
- Maintain paper files of procurement transactions for audit trail purposes and assist in audit support
- Prepares various activity reports.
- Prepares minority vendor report.
- Submits information for budget reports.
- Updates item files for mechanized accounting system.
- Serves on advisory committees on purchasing policies.
- Attends seminars to keep abreast of purchasing policies.
- Attends staff meetings.
- Serves as liaison to coordinate procurement activities.
- This position would be role-mapped in AASIS to assist in performing direct pay invoices and other financials.
- Performs other duties as assigned, including assistance in accrual engines and year-end work.

**QUALIFICATIONS:**

- ***Education***

The formal education equivalent of a bachelor's degree in general business, marketing, or a related field.

- ***Experience***

Four years of experience in Arkansas State Purchasing and Procurement using the statewide AASIS system.

- ***Knowledge, Skills, Abilities***

- Knowledge of state and agency purchasing laws and procedures.
- Knowledge of specifications and contracts.
- Ability to resolve problems between departments and vendors.
- Knowledge of computer software and hardware contracts and special procedures.
- Ability to formulate and interpret policies and procedures relating to purchasing.
- Ability to coordinate with a purchasing staff.
- Knowledge of manual and electronic record keeping procedures.
- Proficiency in Microsoft Office Suite.
- Strong interpersonal and organizational skills.
- Strong analytical and problem-solving skills.
- Strong oral and written communication skills.
- Ability to communicate effectively with court and non-court, legal and non-legal, technical and non-technical persons.
- Ability to research, multitask, work well under pressure, and meet deadlines.
- Ability to work independently and as part of a team.
- Ability to operate standard office equipment.
- Ability to provide application support in person, by telephone, and by email.

Last Updated By:

Keith Leathers, Sam Kauffman