

DATE: MAY 04, 2015  
INS150046  
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PURCHASING ASSISTANT  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE  
INSURANCE COMMISSION  
FINANCIAL ACCOUNTING  
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: JOB DUTIES: ASSIST WITH THE DUTIES OF THE AGENCY PURCHASING AND PROCUREMENT FUNCTION WHICH REQUIRES GAINING KNOWLEDGE OF STATE PURCHASING RULES AND REGULATIONS AND ENTRIES INTO WVOASIS RELATED TO PROCUREMENT. REVIEW PURCHASE REQUESTS FOR CONFORMITY TO THOSE RULES AND REGULATIONS AND PAY ALLOWABLE CHARGES USING P-CARD ISSUED BY THE AGENCY. RECONCILE P-CARD CHARGES FOLLOWING AGENCY AND WV STATE AUDITOR'S OFFICE GUIDELINES ON A MONTHLY BASIS. ASSIST IN EVALUATING BIDS/PROPOSALS TO DETERMINE WHICH VENDOR CAN SUPPLY THE DELIVERABLES AT THE LOWEST COST WHILE MEETING AGENCY SPECIFICATIONS. REVIEW VENDOR STATUSES TO ENSURE THEY ARE IN COMPLIANCE WITH THE SECRETARY OF STATE, WORKER'S COMPENSATION, UNEMPLOYMENT COMPENSATION, THE PURCHASING DIVISION, AND ANY OTHER APPLICABLE AGENCY. GATHER AND SCAN ALL REQUIRED DOCUMENTATION INTO THE WVOASIS DOCUMENT HEADERS AND/OR PROCUREMENT FOLDERS TO ENSURE APPROVAL AND FINALIZATION OF THE WVOASIS DOCUMENT. MAINTAIN GOOD WORKING RELATIONSHIPS WITH CUSTOMERS, VENDORS, AND AGENCY PERSONNEL. RELAY ANY ISSUE TO MANAGEMENT AND/OR THE PROCUREMENT OFFICER IN A TIMELY MANNER. GATHER REQUIRED BID REQUEST MATERIAL FOR MAILING OR EMAIL TO POTENTIAL BIDDERS. OTHER DUTIES AS ASSIGNED.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR THE EQUIVALENT.  
EXPERIENCE: TWO YEARS FULL-TIME OR EQUIVALENT PART-TIME PAID CLERICAL EXPERIENCE WHICH INCLUDED FAMILIARITY WITH PURCHASING.  
SUBSTITUTION: SUCCESSFULLY COMPLETED STUDY FROM A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY MAY BE SUBSTITUTED THROUGH AN ESTABLISHED FORMULA FOR

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ONE YEAR OF THE REQUIRED EXPERIENCE.

SALARY: PAY GRADE 007 \$20,472.00 - \$37,884.00

DEADLINE: MAY 19, 2015

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
KATHRYN MULLINS  
INSURANCE COMMISSION  
1124 SMITH STREET  
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER INS150046 ON APPLICATION