



Austin American Statesman
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Office of Court Administration
Megan LaVoie, Administrative Director

Job Posting

Posting Date: 07/19/2024

Job Listing Identification Number: 00042862

State Job Classification: Purchaser IV

Functional Title: Purchaser

Monthly Salary: \$4,200.00 - \$5,100.00

Remarks: Salary commensurate with experience.

Closing Date: 08/02/2024

State Class. No. and Pay Group: 1933/B19

FLSA Status: Exempt Non-Exempt

Location: Austin, TX

Type of Job: Full Time Part Time

Travel Required: Yes 10% No

Job Description:

This position serves as a Purchaser in the Finance and Operations Division of the Office of Court Administration. Performs highly complex (senior level) purchasing and procurement work. Primary duties involve procuring commodities, equipment, and services using guidelines, rules, policies, and laws. Maintains detailed records of requisitions, purchase orders, and correspondence. Works closely with staff to prioritize workloads, maintains a shared Outlook mailbox, submits purchasing-related reports, and processes procurements in a timely manner, and assist with HUB activities. Reports to the Senior Procurement Officer. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

Essential Job Functions:

- Reviews requisitions for completeness and research vendor pricing for products and services in accordance with Comptroller rules.
- Enters requisitions into the Centralized Accounting and Payroll/Personnel System (CAPPS).
- Processes procurements using the most applicable and cost-effective purchasing methods based on laws, policies, and guidelines.
- Responds to phone and e-mail inquiries from requesters and other staff regarding the status of requisitions, purchase orders, and the delivery of goods; and promptly resolves purchasing-related issues.
- Supports Historically Underutilized Business (HUB) outreach and assists agency with meeting HUB goals.
- Assists with writing or obtaining clear specifications for goods and services.
- Prepares and distributes bid invitations to vendors.
- Assists with and provides guidance on the processing of competitive procurements in accordance with purchasing rules and guidelines.
- Performs bid tabulations and evaluates information or bid responses.
- Assists with negotiating best value and award determination.

- May gather, review, and/or submit various purchasing reports; including but not limited to state-use, contracts, SB20, and vendor performance.
- Assists in development of new vendor relationships and participates in vendor forums.
- Assists with monitoring legal and regulatory requirements pertaining to purchasing and procurements.
- Assists in writing procedures related to agency processes for purchasing, receiving and procurement reports.
- Maintains thorough knowledge of State purchasing rules and regulations.
- May train agency staff regarding purchasing and procurement practices and policies.
- Maintains a high level of professionalism and provides efficient and effective customer service.
- Attends work regularly in compliance with agreed-upon work schedule.
- Performs related work as assigned and complies with all OCA policies.

Minimum Qualifications:

- Graduation from an accredited four-year college or university with major coursework in business administration, public administration, or a related field is generally preferred. Experience and education may be substituted for one another.
- Three (3) years of full-time purchasing experience for a state agency.
- Experience utilizing an automated purchasing system (CAPPS or Peoplesoft).
- Experience with Microsoft Office suite (Outlook, Word, Excel).
- Certified Texas Contract Developer (CTCD) certification or must be obtained within six months of starting this position.

Preferred Qualifications:

- Five (5) years of full-time State of Texas purchasing experience.
- Experience with Centralized Accounting and Payroll/Personnel System (CAPPS).
- Current certification as a CTCD.
- Current Certified Texas Contract Manager (CTCM).

Knowledge, Skills, and Abilities (KSAs):

- Knowledge and experience with purchasing methods and procedures.
- Knowledge and experience with formal, competitive solicitations for a State of Texas agency.
- Knowledge and experience with principles of accounting and business.
- Skill in handling multiple tasks, prioritizing, and meeting deadlines.
- Skill in effective written and verbal communication.
- Skill in exercising sound judgement and effective decision making.
- Ability to receive and respond positively to constructive feedback.
- Ability to work cooperatively with others in a professional office environment.
- Ability to maintain CTCD and/or CTCM certification.

Employment Conditions:

- Must be able to obtain CTCD certification within 6 months of employment.
- Must maintain CTCD certification.
- Operates standard office equipment.
- Performs sedentary office work.
- May be required to move equipment or other materials weighing up to 20 pounds.

Note: The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Army: 36B Financial Management Technician; Navy: LS Logistics Specialist; Coast Guard: SK Storekeeper; Marine Corps: 3043 Supply Chain and Materiel Management Specialist; Air Force: 2GOX1 Logistics Plans; Space Force: No military equivalent. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met. However, additional Military Crosswalk information can be accessed at

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_PropertyManagementandProcurement.pdf.

To Apply: All applications for employment with the Office of Court Administration must be submitted electronically through [CAPPS Careers](#) and can be viewed on www.WorkinTexas.com. Applications must be complete, including start and end dates of work experiences. Following a screening of applications, interviews of qualified applicants who have submitted a completed state application will be scheduled. Only applicants interviewed will be notified of their selection or non-selection.

An applicant's response to the question regarding Former Foster Youth on the state application is optional if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated to Human Resources. 1-800-RELAY TX (for hearing impaired).

The Office of Court Administration participates in E-Verify and will provide the Social Security Administration, and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization. Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.