

Business Service Assistant (Specialist)

Essential Task Rating Results

1.	Place, prepare and process purchase requests for office and communications equipment (e.g. signs, rubber stamps, business cards, investigator ID cards, calling cards, furnishings) to supply the needs of the department.
2.	Provide all appropriate documentation to customers, procurement supervisors, and/or business service staff to facilitate the procurement process, justify purchases, and supply needs.
3.	Complete, copy, and submit purchase orders to appropriate personnel for procurement process approval, and to the purchasing authority for payment, and file purchase order documentation for office records.
4.	Review prepared requisition requests, checking for content (e.g. funding code, justification, items being requested), respect to costs, completeness (including taking steps to acquire necessary information for incomplete forms), in compliance with the State Administrative Manual (SAM) or other purchasing policies before forwarding to management for budgeting approval.
5.	Review logs, shipping and delivery receipts, and accounting documents for non-receipt of order to track and maintain inventory.
6.	Secure price quotes from vendors to determine vendor costs and award the purchase to the most qualified vendor in terms of price, service, timeframe, product availability and business qualifications.
7.	Coordinate the timely reordering and restocking of required materials to ensure sufficient supplies are readily available.
8.	Verify and document the receipt of equipment prior to submission of payment to ensure proper requisition of goods and services.
9.	Develop and maintain filing systems (e.g. electronic, manual) using various filing methods (e.g. numerical, categorical, alphabetical).
10.	Respond to requisition requests by soliciting vendors for quotes, comparing vendors on numerous dimensions including price, availability and product quality to determine appropriate selection.

11.	Determine work priorities, scope of assignments and establishes deadlines for work to insure objectives are met effectively and in a timely manner.
12.	Prioritize the handling of problems or issues related to the progress of work projects or assignments to determine the best course(s) of action to mitigate the impact of such issues and/or problems.