

Commonwealth Ports Authority
Procurement Clerk
Position Description

Code _____

Nature of Work

This employee is responsible for the administrative and support work related to procurement programs and operations. In addition, employee performs and accomplishes a variety of tasks in assisting with the monitoring and maintaining physical inventory, document preparation for the movement and disposition of property and supplies, and the conducting physical property counts as required on a periodic basis. This work is technical in nature and under the direct supervision of the Procurement Officer.

Examples of Duties (Illustrative)

- Responsible for accuracy and maintenance of procurement files in accordance with retention regulations and audit guidelines.
- Reviews requisitions for accuracy on prices and product specifications.
- Tracks the status of requisitions, contracts and orders.
- inventory records, related reconciliations and conducting of physical property counts.
- Assists with the document preparation for the movement and disposition of property or supplies.
- Submits written reports as required.
- Maintains accurate records, prepares reports and conducts correspondence related to work assigned.
- Follows CPA and applicable federal and state procurement rules and regulations.
- Performs other related duties as assigned.

Minimum Requirements of Work

- General knowledge of functions of procurement procedures, operations, regulations and programs.
- General knowledge of supply practice, policies, and procedures.
- General knowledge of business methods and purchasing practices.
- General working knowledge of computer applications and programs.
- Ability to establish and maintain a cooperative relationship with supervisors, personnel and CPA stakeholders.
- Ability to communicate effectively and clearly.

Minimum Qualifications

Graduation from high school or equivalent with no less than two (2) years of clerical work experience, including one year as a supply clerk.

No record of prior felony or criminal conviction.

Pay Range

Pay Level: 2

Minimum : \$610.09 bi-weekly or \$7.63 per hour (PL 2/1).

Maximum : \$1,043.46 bi-weekly or \$13.04 per hour (PL 2/12).

Adopted by CPA Board on August 22, 2017.