



Melissa R. Henry

CLERK OF COURT
22nd Judicial District Court
Parish of St. Tammany

Position Title: Purchasing/Procurement Clerk & Property Management/Maintenance
Department: Administration
Job Location: Justice Center, Covington Campus and/or Towers Building, Slidell Campus
Status: Full-Time, Non-Exempt, Hourly

POSITION SUMMARY

As a member of the St. Tammany Parish Clerk of Court's Administration Department, the Procurement Clerk is responsible for the purchasing of office goods, equipment and other supplies required by the organization; coordinating career apparel for the office; and performing a wide variety of assignments in support of property management and maintenance.

ESSENTIAL FUNCTIONS

- Receives supply requisitions from all department Supply Captains, keeps and monitors several well-stocked supply closets
- Places orders for supplies and equipment under well-defined specifications and standards
- Researches and obtains competitive quotes and product specifications to assure the most economical price consistent with quality and vendor performance records
- Coordinates product availability and delivery with vendors and department heads
- Receives invoices, reviews for accuracy, coordinates payment terms with Finance team
- Performs follow-up and evaluates vendor conformance with the terms of the purchase. Keeps track of any problems with products or services and generates related reports for evaluation in the form of memos and/or spreadsheets
- Responsible for furniture and equipment inventory tracking using Peachtree Sage Fixed Assets Software and spreadsheets, as well as tagging individual items as received
- Monitors inventory of furniture and equipment for additions, moves and disposals
- Fits employees for uniforms, orders and delivers uniforms for employees, keeps and updates individual files on each employee
- Provides cost estimates for purchases to the Finance Department for upcoming fiscal year budget preparation
- Communicates with Parish Justice Center building maintenance employees by submitting Work Orders for maintenance, cleaning and repairs; Maintains records of annual maintenance contract renewals with vendors for equipment
- Writes Requests for Proposals (RFPs) that adhere to government procurement rules
- Maintains equipment by troubleshooting and scheduling service calls, as needed
- Notifies Parish building maintenance of problems associated with the property
- Performs similar job-related duties as assigned and assists management with special projects, as needed

EDUCATION, EXPERIENCE AND SKILLS REQUIRED

- Two years of administration experience
- Excellent technical skills, computer and office equipment use, spreadsheets, email, Internet
- Strong communication and interpersonal skills
- Ability to assess situations or problems and come up with ideas and solutions

The above noted job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the employee a general sense of the responsibilities and expectations of his/her position. As the nature of the business demands change so, too, may the essential functions of this position.