



Melissa R. Henry

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

Position Title: Purchasing/Procurement Clerk
Department: Administration
Job Location: Justice Center, Covington and/or Towers Building, Slidell
Status: Full-time, Non-Exempt, Hourly

Position Summary:

As a member of the St. Tammany Parish Clerk of Court's Procurement Department, the Procurement Clerk is responsible for the purchasing of office goods, equipment and other supplies required by the organization in accordance with the Louisiana Public Bid Law. In addition, the Procurement Clerk is the employee's career apparel coordinator for the office. This position also performs a wide variety of project assignments in support of property management and maintenance.

ESSENTIAL FUNCTIONS: Must live in St. Tammany Parish

- Receives, reviews and processes all requisitions from each department in accordance with the Louisiana Public Bid Law
- Maintains and monitors several well-stocked office supply closets
- Places orders for supplies and equipment under well-defined specifications and standards
- Researches and obtains competitive quotes or bids
- Coordinates product availability and delivery with vendors and department heads
- Receives invoices, reviews for accuracy, coordinates payment terms with Finance Department
- 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 Microsoft Excel
- Responsible for furniture and equipment inventory tracking using Fixed Assets Software and Microsoft Excel, as well as inventory tagging individual items as received
- Fits and maintains career apparel for employees
- 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 the Louisiana Public Bid Law
- Maintains equipment by troubleshooting and scheduling service calls, as needed
- Performs similar job-related duties as assigned and assists management with special projects, as needed

EDUCATION AND EXPERIENCE:

- Two years of administration experience and/or Procurement experience
- Must have exceptional organization skills, be proficient in Excel, computer and office equipment use, spreadsheets, email, Internet; must be able to multi-task in a fast-paced environment
- Strong communication and interpersonal skills
- Ability to assess situations or problems and come up with ideas and solutions

PHYSICAL REQUIREMENTS

- Work in an office environment in close proximity and constant interaction with other employees
- Prolonged periods sitting at a desk and working on a computer
- Ability to speak clearly and be understood on phone
- Ability to navigate the Clerk of Court offices and St. Tammany Parish Justice Center

AVAILABILITY

- Must have regular, reliable attendance during normal office hours of the Clerk of Court, 8:30 a.m. through 4:30 p.m., Mondays through Fridays
- Must be available to work periodic nights, weekends, and holidays, including elections
- Must be available by phone during normal business hours of the Clerk of Court, 8:30 a.m. through 4:30 p.m., Mondays through Fridays

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 business demands change so, too, may the essential functions of this position.