



<b>Job Title</b>	Buyer/Print Shop/Receptionist		
<b>Pay Grade</b>	112	<b>FLSA Status</b>	Non-Exempt

## **GENERAL SUMMARY**

Processes requisitions, obtains quotes and creates purchase orders in a timely manner.

## **ESSENTIAL DUTIES & RESPONSIBILITIES**

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Act as the initial point of contact for all persons entering the Purchasing Department.
- Provides clerical support, which includes assisting departments with questions related to requisitions, purchase orders and ordering supplies, processing printing requests, and organizing and coordinating logistics of delivery methods.
- Issues purchase orders based on approved requisitions submitted by the department; and verifies requisitions for correct account codes and available funds.
- Develops and prints forms, letterhead and envelopes for County Departments using standard printing methods. Reproduce signs using vinyl plotter and cutter for the Precincts and other departments as required. Prints and binds booklets as requested by departments.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience**

6 months to 1 year of advanced study or training beyond high school equivalency, with 1 to 3 years related experience. Combination of education and experience sufficient to successfully perform the essential functions listed above can be substituted.

## **KNOWLEDGE, SKILLS, and ABILITIES**

- Knowledge of departmental procedures
- Computer and software skills
- Knowledge of bid process based on local government code 262
- Knowledge of tax office forms and procedures

- Ability to understand printing requests and operate print shop equipment
- Knowledge of all department locations and personnel
- Customer service skills
- Accurate typing skills
- Work independently
- Follow oral and written instructions and procedures
- Meet schedules and deadlines of the work unit
- Maintain well-organized materials, files, systems and tools
- Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities

**WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position typically requires talking, hearing, seeing, grasping, standing, walking, repetitive motions, stooping, kneeling, crouching, reaching, climbing, balancing, pushing, pulling and lifting.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Medium Work:** Performing the essential functions typically requires exerting up to 50 pounds of force occasionally, up to 25 pounds of force frequently, and/or up to 20 pounds of force constantly.

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*Johnson County is an Equal Opportunity Employer.*

<b>Date created:</b>	
<b>Dates revised</b>	06/03/2021