



## Harris County – JOB DESCRIPTION

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**Job Title:** Purchasing Coordinator Assistant  
Administrative Assistant

**Job Code:**

**Department:** Administrative Office of the District Courts

**EEO Category:**

**Salary:** Range \$37,300 to \$52,600 annual  
Based on experience

**FLSA:** Non-Exempt

**Revision Date:** December 2021

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### **Purpose:**

Handles the purchasing and accounts payable for 61 district courts.

### **Reports To:**

Purchasing Coordinator and District Court Administrator

### **Duties, Functions and Responsibilities:**

#### **Purchasing**

- Submit and approve requests for purchase orders and addendums thru the STARS system according to the Harris County Purchasing Guidelines for the 61 District Courts, Administrative Office of the District Courts, grant, specialty courts and other miscellaneous accounts.
- Contact and work with purchasing department buyers regarding requests for purchase orders.
- Contact vendors for any item discrepancies.

#### **Accounts Payable**

- Approve invoices in the STARS accounts payable system and meet deadlines for same for the 61 District Courts, Administrative Office of the District Courts, grant and specialty courts, and other miscellaneous accounts.
- Maintain, review and approve invoices in the Audit Invoice (AIR) Open Text System.
- Prepare and submit Requests for Payment for the 61 District Courts, Administrative Office of the District Courts, grant and specialty courts, and other miscellaneous accounts.
- Prepare and submit expense reports for department credit card purchases.
- Contact Auditor's Office and work with accounts payable representative when needed to solve invoice issues and/or problems.
- Contact vendors for any invoice discrepancies.

#### **Inventory**

- Transfer surplus department inventory according to the Harris County Purchasing Agent Rules and Procedures.
- Complete and submit department inventory of Fixed Assets to the Harris County Purchasing Services Department by the yearly deadline.

#### **Miscellaneous**

- Maintain and update all Courts' and Administrative Office libraries for law books and on-line subscriptions.
- Approve and place all orders for office supplies; copier paper, court reporter supplies, signs, rubber stamps, picture hangings, judges ID badges, letterhead, envelopes, business cards, printed court forms, law books, subscriptions, leased equipment; and any other services and /or supplies.
- Request and schedule all furniture moves, picture hangings, equipment repairs, maintenance and service calls.
- Research and prepare summary reports on purchasing expenses as necessary.
- Perform the daily inter-departmental mail correspondence delivery and pick up.
- Assist with the distribution of the US Mail as needed.
- Maintain and upkeep of the supply room.
- Assist with receptionist duties as needed.
- Other duties as assigned.

**Minimum Qualifications and Knowledge:**

- High School Diploma or accredited GED
- Proficiency with Microsoft Office applications
- Two (2) years of experience with accounts payable or records management

**Licenses and Certifications Required:**

- None

**Background check and pre-employment drug testing required.**

**Applications:**

Submit a resume and letter of interest stating in detail experience and any other relevant information; to **Shelly Spangle** via email at <shelly\_spangle@justex.net>. The deadline for submitting applications is **January 7, 2022**.

***Equal Opportunity Statement***

Harris County is an Equal Opportunity Employer and is committed to providing equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, national origin, age, pregnancy, disability, genetic information, sexual orientation, gender identity or any other protected class in accordance with applicable federal and state laws.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under their supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.