

PROCUREMENT PROGRAMS CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves assisting the Industrial Programs Coordinator with clerical tasks regarding small, disadvantaged, and women-owned businesses entering into Federal, State, and local contracting markets. Work is performed under general supervision of the Industrial Programs Coordinator. A Procurement Programs Clerk does related work as required.

TYPICAL WORK ACTIVITIES:

- Compiles information from government contracting and searches out various codes to enter business into proper bidding fields;
- Reviews various government publications to make clients aware of possible upcoming contracts;
- Assists the Industrial Programs Coordinator with organizing workshops and seminars in order to educate businesses regarding contract activities;
- Prepares periodic reports for government agencies, business listings, applicant licenses, permits, applications, certificates;
- Arranges appointments with clients;
- May type correspondence and various forms;
- Files and indexes various information;
- Utilizes electronic data processing equipment in performance of clerical duties.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of office terminology, procedures, and equipment; working knowledge of business English; ability to understand and follow oral and written instructions; ability to get along well with others; ability to write legibly; clerical aptitude; mental alertness; neatness; accuracy, tact and courtesy; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 2/28/90