



## Judicial Buyer II

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### Details

**Job ID :** 261

**Title :** Judicial Buyer II

**Job Code :** 609

**Salary :** \$1,909.00 (Monthly)

**Grade :** 6

**Tenured :** YES

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### Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception

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### Purpose

RESPONSIBLE FOR PROCUREMENT OF ALL GOODS AND SERVICES NEEDED BY THE COURT OF JUSTICE.

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### Required Qualifications

**Education :** High School Graduate or GED

**Education Substitute :** None

**Experience :** 3 Years of Related Experience

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### Job Required Knowledge

- 3 YEARS OF RELATED EXPERIENCE MUST BE AS JUDICIAL BUYER I

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### Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

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### Job Preferred Knowledge

- COURT SYSTEM EXPERIENCE

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### Job Duties

- ASSIST WITH PRODUCT CHOICE AND AVAILABILITY
- PROCESS REQUISITIONS FOR GOODS AND SERVICES
- ACCURATE CODING OF ALL DOCUMENTS
- CONFIRM APPROPRIATE AUTHORIZATION
- MAINTAIN DATABASES AS REQUIRED
- OTHER DUTIES AS ASSIGNED