

**Alaska Court System
Class Specification**

SUPPLY TECHNICIAN

Range: 12

EEO4: 06

SOC: 43-3061

Class Code: C3608

Definition:

Under general direction, Supply Technicians perform paraprofessional supply work in the purchase of supplies, materials, and equipment through vendors on the open market or through contract awards.

Distinguishing Characteristics:

The Supply Technician performs paraprofessional supply work in the purchase of supplies, materials, and equipment. Supply Technicians are distinguished from Procurement Specialists by the higher degree of independence, greater purchasing authority, and complexity of procurement assignments of Procurement Specialists.

Complexity of Tasks: The Supply Technician is responsible for the purchase of routine office supplies and office equipment and for the recurring purchase of a wide range of technical supplies, materials and equipment. The Supply Technician will frequently encounter problems in locating supply sources and must search beyond the local area for these items.

Supervision Received: Supply Technicians work under general supervision of a higher-level professional technical or clerical employee. Supervision is received through personal conference, general observation of work in progress, and occasional review by supervisor of completed work.

Supervision Exercised: Supply Technicians do not supervise other personnel.

Independent Judgment: Within the limits of policy and procedure, Supply Technicians frequently make complex or difficult decisions requiring the exercise of independent judgment and discretion. Supply Technicians have responsibility for difficult and complex technical and clerical tasks, often with a high consequence of error.

Examples of Duties:

Analyze procurement requests to determine need, review for completeness, and determine the appropriate method of procurement.

Work with requestor or subject matter specialists to develop specifications for small procurements requiring written solicitation, scope of work, compliance of requirements, and award criteria.

Initiate informal bidding procedures, contact vendors regarding price and availability, and award bids within delegated purchasing authority.

Prepare and process various documents such as purchase orders, delivery orders, and bid specifications.

Create and maintain files on open purchase orders and follow up on delinquent orders to insure prompt delivery.

Initiate and expedite service calls for equipment repairs and track equipment maintenance schedules.

Issue standard court system forms and determine stock reorder levels.

Develop, revise, and maintain methods and procedures necessary to maintain the unit workflow, supervise the maintenance of a variety of records.

Perform other duties as required.

Perform higher-level duties for training purposes.

Knowledge, Skills, and Abilities:

A Supply Technician requires knowledge of:

- A variety of supply documents, purchasing regulations, and methods of purchasing.
- Accepted procedures for material inventory accountability and custody.
- Business English and correspondence standards.

A Supply Technician requires skill in:

- The use of standard office equipment and software applications. Organizing data and files.

A Supply Technician requires the ability to:

- Use proper English, compose correspondence, and prepare clear and comprehensive reports.
- Make arithmetical calculations, keep complex records;
- Comprehend written material and interpret and apply supply regulations and procedures;
- Follow oral and written instructions; function with a high degree of independence;
- Establish and maintain cooperative relations with those contacted in the course of the work.

Minimum Qualifications:

A high school diploma or General Educational Development (GED) certificate;

AND

Two years of experience in supply, purchasing, accounting, or office clerical work.

OR

Completion of 72 semester credit hours or 96 quarter credit hours of coursework from an accredited college.

OR

Completion of 24 months of vocational training in procurement, inventory control, accounting, or office skills.

05/04 – Original

07/06 – MQ change, WPA

04/07 – MQ change

02/14 – Remove MQQ's

04/16 – Class code change