

Job Title: Procurement Specialist

Location: Jefferson City, MO

Department: Joint Committee on Legislative Research – Oversight Division

Type: Full-time

Salary range: Commensurate with qualifications

Responsibilities including but not limited to

- **Time and Leave** - verify employee monthly timesheet records in the automated system, process hourly employee timesheets in the SAM II system, keep time and leave records current, advise the director of low or excessive leave balances
- **New Hires** - obtain required documentation, (identification, tax forms, emergency contacts, independence representation, direct deposit information for payroll, and confidentiality agreement), assign parking spaces and keys, create employee records in SAM II and the Employee Self Service Portal, obtain annual and sick leave balances from previous state agencies.
- **Human Resources** – keep all personnel records up to date, including any changes needed by employees (salary, tax, address and name changes etc.). Print reports as required for tracking.
- **Accounts Payable** – process payments to vendors for office supplies and expenses through SAM II.
- **Supplies and Equipment**– order office supplies and equipment, process purchase orders as needed, compare available good with industry trends to determine appropriate pricing.
- **Fixed Assets** – process documents in SAM II for supplies and equipment over the threshold, process disposal documents for equipment that is donated to another agency, track inventory and restock goods as needed, do a physical inventory quarterly.
- **Session** - receive and distribute electronic documentation (legislation, comment memos, technical memos), log competed fiscal notes, meet the public, answer telephones, provide information, research to resolve complaints and problems, make appointments, keep files up-to-date, input due dates in the fiscal note system, keep contact information up-to-date, post hearings, call roll and take minutes at the Joint Committee on Legislative Research meetings as well as the Oversight Subcommittee when needed.
- **Perform other related duties**

Qualifications

Education / Experience

- Requires bachelor's degree or five or more years of progressively responsible executive level clerical work, including human resources, purchasing, and project management skills
- Ability to type accurately at a working rate of speed
- Knowledge of modern office practices, procedures, and equipment
- Good oral and written communication skills
- Knowledge of SAM II Financial and SAM II Human Resources systems
- Knowledge of the Legislative Process and fiscal notes preferred
- Ability to manage multiple projects at one time
- Ability to plan, delegate, and evaluate projects
- Prepare and assist in negotiations of vendor contracts
- Stay up to date on industry trends and new products.
- Legislative Experience and Fiscal Note knowledge is preferred

Send a resume, three references, and transcripts to Julie Morff, Oversight Division, Room 132 Capitol Building, Jefferson City, MO 65101 or email to Julie.Morff@lr.mo.gov