CLASS STILL FOUNDAMENTANT I

BASIC FUNCTION.

Under the direction of a see ages sold in the second and lifes.

DICTOR CHICHING CHADACO DISTICE

The Purchasing Assistant I classification is the entry love possess of the purchasing Assistant I classification is the more experienced by the possess of t

REPERSONAL VERY VERY LESS

ESCENTIAL DITIES

various puichasing and related warehouse forms and acquising and related warehouse forms and acquising and related warehouse forms.

Regains review and process pure and inspect order and process and vendor and prophy and prophy and process and vendor and prophy and prophy and process and vendor and prophy and prophy and process and vendor and prophy and process and vendor and prophy and process and vendor an

Process prepard orders and special contact with staff to resolve purchase order and requirements for prepare orders; 18 now up on purchase orders as needed.

Compile information maintain marious records logs and files related to purchase ardom requisitions, inventory and assigned assigned assigned.

Process store in the second of the second of

Inpulate in upgate punchase orger, recansing and upgate punchase orger.

Perfusion maintant via the riminant production of the state of the sta

Communicate with District personnel and various of itside agencies to is issues or concerns; prepare and distribute a variety of correspondence

EDUCATION & TOUR PROPERTY.

Any conchination sprivated to the following of the street accounting or rolat

WORKING CONSOLTION

ENTER COMMENTER

Office and warehouse environmental.

Constant interruptions.

PHY

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Bending

Residence and the second secon

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