



NYC Job Posting ID #391323

POSITION AVAILABLE

Procurement Assistant

RICHMOND COUNTY DISTRICT ATTORNEY

The men and women of the Richmond County District Attorney's office work each day in partnership with Law Enforcement and the people of Staten Island to pursue justice for victims of crime, to prevent crime in all its forms, and to promote the safety and well-being of all citizens of our Borough.

THE ROLE

The Procurement Assistant will report directly to the Director of Procurement in the Administration Bureau and be responsible but not limited to the following duties:

- Provide administrative support to the Director of Procurement regarding coordination and compliance with policies and procedures.
- Ensuring that all requisition and purchase orders are properly prepared and in compliance with the Procurement Policy Board (PPB) rules.
- Interacting regularly with the staff in the office in an effort to fully understand the nature of the required goods and services being requested.
- Reviewing of micro-purchase agreements to ensure compliance with PPB rules and agency requirements.
- Ensure the payments are in accordance with the specifications of the scope of the contract or the purchase order.
- Advising department heads on issues relating to the procurement goods and services.
- Resolving procurement or payment issues with vendors.
- Arrange travel arrangements.
- Prepare reports on contract and purchase orders.
- Maintain and manage office records.
- Other duties as assigned.

MINIMUM REQUIREMENTS

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to "1" above.

PREFERRED SKILLS

- Knowledge of New York City Procurement Policy Board Rules.
- Experience with the Financial Management Systems (FMS).
- Strong record keeping skills and detailed oriented.
- Problem solving skills and the ability to work well with others to resolve issues.
- Excellent verbal, written, research and professional interpersonal communication skills.
- Proficiency in Microsoft Office, Outlook, Word and Excel.

CIVIL SERVICE TITLE: **Community Associate**

SALARY RANGE: **\$45,000 - \$50,000**, Commensurate with experience; full NYC benefits package

APPLICATION DEADLINE: **May 18, 2019** or until filled

TO APPLY: ALL APPLICATIONS MUST BE SUBMITTED THROUGH THE NYC JOBS WEBSITE

City Employees – Click [here](#) and log in to ESS.

Non-City Employees – Go to <https://a127-jobs.nyc.gov/>

- Search for job ID number: **391323**
- Click on the job business title: **Procurement Assistant**
- Click on “Apply Now” at the bottom of the posting

Please be advised only candidates under consideration will be contacted.

The candidate selected for this position must be a resident of the City of New York or become a resident within 90 days of appointment.

Authorization to work in the United States is required for this position.

Sponsorship is not available for this position.

THE RICHMOND COUNTY DISTRICT ATTORNEY IS AN EQUAL OPPORTUNITY EMPLOYER AND A COPY OF THE EQUAL OPPORTUNITY PROGRAMS IS AVAILABLE IN THE HUMAN CAPITAL DIVISION. THE DEPARTMENT MAKES AVAILABLE ACCOMMODATIONS FOR DISABLED APPLICANTS