



COOKE COUNTY HUMAN RESOURCES

**301 S. CHESTNUT STREET
GAINESVILLE, TEXAS 76240**
PHONE: 940-668-5452 - FAX: 940-668-5529

JOB POSTINGS

July 30, 2010

Purchasing/Fixed Assets Clerk – COUNTY AUDITOR’S OFFICE
\$1214.03 biweekly *plus County paid benefits and excellent retirement*

Under general supervision, performs duties related to the purchasing of supplies, materials, equipment, and services. Prepares bids and quote requests, tabulates results and recommends award for contract and non-contract buying in accordance with state statutes, purchasing policy and procedures. Reviews and resolves discrepancies in purchase orders and receiving documents, verifies accuracy and validity of documentation; maintains fixed assets. Reports to County Auditor.

Required Qualifications –

High School diploma or GED required, plus one to three years of purchasing experience. Governmental experience is preferred.