

## **Purchaser**

To apply for any posted position with the Texas Commission on Law Enforcement, please register or log in at

<https://capps.taleo.net/careersection/407/jobsearch.ftl>

Resumes are not accepted in lieu of State of Texas application

### **Description**

#### **Our Mission**

The mission of the Texas Commission on Law Enforcement, as a regulatory State agency, is to establish and enforce standards to ensure that the people of Texas are served by highly trained and ethical law enforcement, corrections, and telecommunications personnel.

#### **Who We're Looking For**

The Texas Commission on Law Enforcement (TCOLE) is seeking a Purchaser to join the Finance Division located at 6330 E HWY 290, Suite 200, Austin, TX.

This onsite position serves as an Accountant and Purchaser in the Finance Division. Performs highly complex (senior level) purchasing and procurement work. Primary duties involve accounting, deposits, procuring commodities, equipment, and services using guidelines, rules, policies, and laws. Maintains detailed records of requisitions, purchase orders, and correspondence. Works closely with staff to prioritize workloads, maintains a shared Outlook mailbox, submits purchasing-related reports, and processes procurements in a timely manner, and perform HUB activities. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

Salary is dependent on qualifications and experience. The salary range is \$55,000 - \$60,000. This Job Class for this position is 1018 and salary group is B20.

#### **Examples of Work Performed**

Reviews requisitions for completeness and research vendor pricing for products and services in accordance with Comptroller rules.

Enters requisitions into the Centralized Accounting and Payroll/Personnel System (CAPPS).

Processes procurements using the most applicable and cost-effective purchasing methods based on laws, policies, and guidelines.

Responds to phone and e-mail inquiries from requesters and other staff regarding the status of requisitions, purchase orders, and the delivery of goods; promptly resolves purchasing-related issues.

Supports Historically Underutilized Business (HUB) outreach and assists agency with meeting HUB goals.

Assists with writing or obtaining clear specifications for goods and services.

Assists with and provides guidance on the processing of competitive procurements in accordance with purchasing rules and guidelines.

Assists with bid tabulations and evaluates information or bid responses.

Assists with negotiating best value and award determination.

May gather, review, and/or submit various purchasing reports, including but not limited to: state-use, contracts, and vendor performance.

Assists in development of new vendor relationships and may participate in forums.

Assists with monitoring legal and regulatory requirements pertaining to purchasing and procurements.

Assists in writing procedures related to agency processes for purchasing, receiving and procurement reports.

Maintains thorough knowledge of State purchasing rules and regulations.

Maintains a high level of professionalism and provides efficient and effective customer service.

Performs related work as assigned and complies with all TCOLE policies.

Monitor legal and regulatory requirements for purchasing.

Monitor and track contractors' performance. Resolve procurement issues and participate in and assist in dispute resolution processes.

Oversee receiving, storing, and issuing of items purchased.

Maintain requisitions and purchase voucher logs.

Prepares and distributes bid invitations to vendors.

Maintain vendor files and contracts.

Assist agency staff in understanding and following the purchasing process.

Performs data entry, receives cash, prepares deposit slips and maintains cash control records.

May prepare general journal entries, cash and refund related vouchers, and revenue allocation documents to include analyzing electronic transactions.

Assists with ongoing inventory of equipment and supplies.

Maintains records and filing systems, which include performing records retention work and coordinating with staff on disposal of records according to the agency retention schedule.

Compiles and distributes accounting reports and spreadsheets pertaining to such matters as cash receipts, daily mail volume, and refunds of revenue.

Maintains, scans, and secures accounting documents. Pulls documents and downloads/uploads files.

Audits accounting and financial documents for accuracy and compliance with departmental policies and procedures and with state and federal statutes.

Classifies, codes, posts, and balances a complex volume of revenue documents and records.

Reconciles revenue batches, logs or schedules, and reports findings.

May recommend improvements, adaptations, or revisions to the internal revenue systems and accompanying procedures.

***May travel up to 5% of the time. May drive and travel to attend and represent the Commission at meetings, seminars and conferences. Travel by car (may include flying). May include overnight travel.***

## **Qualifications**

Required Education and Experience:

- Bachelor's Degree from accredited university in business administration, public administration, or a related field.
- Two (2) years of full-time purchasing experience.
- One year of Experience may be substituted for one year of education.
- Experience utilizing an automated purchasing system (CAPPS or Peoplesoft).

- Experience with Microsoft Office suite (Outlook, Word, Excel).
- Certified Texas Contract Developer (CTCD) certification or must be obtained within six months of starting this position.

**Required Knowledge, Skills, and Abilities:**

- Knowledge and experience with purchasing methods and procedures.
- Knowledge and experience with formal, competitive solicitations for a State of Texas agency.
- Knowledge and experience with principles of accounting and business.
- Skill in handling multiple tasks, prioritizing, and meeting deadlines.
- Skill in effective written and verbal communication.
- Skill in exercising sound judgement and effective decision making.
- Ability to receive and respond positively to constructive feedback.
- Ability to work cooperatively with other in a professional office environment.
- Ability to maintain CTCD and/or CTCM certification.

**Preferred Knowledge, Skills, and Abilities:**

- Five (5) years of full-time State of Texas purchasing experience.
- Experience with Centralized Accounting and Payroll/Personnel System (CAPPS) and/or USAS.
- Current certification as a CTCD.
- Current Certified Texas Contract Manager (CTCM).

**Employment Conditions:**

- Must be able to obtain CTCD certification within 6 months of employment.
- Must maintain CTCD certification.
- Operates standard office equipment.
- Required to move items weighing up to 40 pounds.
- Valid driver's license, acceptable driving record

**Why work at TCOLE?**

Working for the Texas Commission on Law Enforcement (TCOLE) empowers you to make an impact on public safety while engaging in continuous learning within a supportive environment. You'll play a crucial role in upholding high law enforcement standards, collaborating with local agencies, and enhancing the well-being of Texans. As a Texas State employee, you will have access to our comprehensive benefit programs including:

- Comprehensive [health, dental, and vision](#) insurance plans with several types of coverage to State employees and their eligible family members
- 12 - 16 days of annual paid holidays
- At least eight hours of paid vacation and up to eight hours of paid sick leave each month for Full-Time employees
- Retirement options with the [State of Texas Retirement](#) that provide flexibility and security
- Health and Wellness programs including wellness leave, fitness and weight management programs, and personalized wellness tools
- TCOLE is a qualifying organization for the [Public Service Loan Forgiveness Program](#)
- The [Discount Purchase Program](#) provides access to an online marketplace offering discount on a wide range of products and services

All positions with TCOLE are security sensitive. Applicants are subject to an in-depth background investigation including criminal history, employment history and references, military, education, and personal references. Employment is contingent upon the verification of credentials and/or other information required.

**Equal Opportunity Employer** – TCOLE is an Equal Opportunity Employer. All qualified applicants receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

**ADA** - In compliance with the Americans with Disabilities Act (ADA), TCOLE will provide reasonable accommodation during the hiring and selection process for qualified individuals with a disability. If you need assistance completing the online application, contact the Human Resources Department at 512-936-0831. If you are contacted for an interview and need accommodation to participate in the interview process, please notify the person scheduling the interview.

**Military Occupational Specialty Codes** – Military Specialty Codes can be found at: [https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_InformationTechnology.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_InformationTechnology.pdf)

**Veterans Preference** – Veterans, surviving spouses, and orphans of veterans may qualify for preference under Texas Government Code Chapter 657. Applicants who wish to claim Veterans preference must provide official documentation at the time of application to verify eligibility.

**Benefits** – For new hires and rehires, health insurance is available the 1st of the following month after a 60-day waiting period. More information about benefits is available at <https://ers.texas.gov/benefits-at-a-glance>