



## Procurement Technician

Washington County offers a full compensation package that reflects how much we value our employees. Please take a look at what you can expect to earn during your first year as a full time Employee with Washington County Government:

- ✓ **Sixty (60) Paid Personal Hours**
- ✓ **Eighty (80) Paid Vacation Hours**
- ✓ **Fourteen (14) Paid Holidays**
- ✓ **One Hundred & Twenty (120) Paid Sick Hours**
- ✓ **County and Employee funded Healthcare including Health, Prescription, Dental and Vision Coverage**
- ✓ **County Paid Employee Assistance Plan**
- ✓ **County Paid Life Insurance**
- ✓ **County Paid Accidental Death and Dismemberment Insurance**
- ✓ **County Paid Short Term Disability Insurance**
- ✓ **County Paid Long Term Disability Insurance**
- ✓ **Up to \$2,500.00 Annual Tuition Reimbursement Assistance**
- ✓ **County and Employee funded Defined Pension Plan**
  - **Vested in just five (5) years.**
  - **Credit for Prior Active Military Service and Unused Paid Sick Days.**
- ✓ **An annual salary of \$50,794 starting...**

If our **Procurement Technician** comprehensive compensation package interests you, please continue reading through our job posting to learn more about the position's duties, responsibilities, perquisites, etc. and apply online today.



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<b>JOB TITLE:</b>	Procurement Technician	<b>GRADE:</b>	8
<b>DEPARTMENT:</b>	Procurement	<b>FLSA STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Director of Procurement		

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**GENERAL RESPONSIBILITIES:**

Performs efficient and effective administrative secretarial support to the Director of Procurement and procurement staff, which requires advanced experience and/or training in complex software programs. This position is also responsible for all aspects of processing mail for Central Services and large duplicating (photocopying) jobs. Responsibilities consist of varied administrative, clerical/secretarial duties: types and distributes correspondence, bids, requests for proposals, and quotations. Responsible for answering telephone calls, opening and distributing all mail, maintaining files for all procurement-related correspondence and procurement documents, etc.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Oversees the maintenance of office equipment for Procurement & Central Services Departments (hereinafter referenced as "P&C").
2. Orders and maintains P&C's office supplies inventory; codes and processes departmental invoices for payment after approval by the Director.
3. Types, proofreads, formats, and distributes complex departmental documents, correspondence, reports, minutes, lists, forms, tables, memorandums, addenda, bid tabulations, contracts, etc. and maintains files as required.
4. Receives, opens, and distributes all incoming mail and time-stamps quotes/bids/proposals (if applicable)
5. Coordinates placement of advertisements for quotes/bids/proposals on the State and County web sites and in the newspaper(s).
6. Prepares shipments via UPS/FedEx.
7. Distributes proposals to Coordinating Committee members.
8. Attends Coordinating Committee meetings and prepares minutes for distribution to members/County Commissioners.
9. Enters Purchase Orders and receiving information for outside agencies into the Oracle Financial System.
10. Enters Purchase Orders for P&C's needs as well as Change Orders for specified projects/services of other County departments; enters Change Orders to Oracle Purchase Orders, saves Change Orders into Laserfiche, and distributes copies to respective departments/vendors.
11. Answers, assists phone callers, and transfers calls as required. Responds to and/or forwards voice-mail messages from the main mailbox as needed.
12. Assists end users with Oracle Purchase Order module inquiries.
13. Transmits information electronically to bidders and county departmental personnel.
14. Reviews and verifies UPS (United Parcel Service) invoices.
15. Enters new and edits existing vendor information into the Oracle Financial System software and obtains W-9 forms from each vendor to verify 1099 status.
16. Request funds for the placement of postage on the postage meter and for bulk mailings and deliver directly to the post office.
17. Process all outgoing County mail and distribute incoming mail to appropriate interoffice mail slots.
18. Train substitutes for Central Services volunteers on the use of postage/folding machines.
19. Maintain a monthly log of the number of copies produced on photocopiers in Central Services and transmit information to the vendor.

20. Maintain daily/monthly/quarterly/yearly log of postage used for regular and bulk mail.
21. Maintain daily/monthly/quarterly/yearly log of copies made for other departments.
22. Use folding machine for jobs as requested for various departments.
23. Do preventive maintenance on all Central Services equipment two (2) times per month and/or as needed.
24. Coordinate performance of maintenance on Central Services equipment every six (6) months.
25. Update listing of county-owned cell phones every six (6) months.
26. Performs related tasks as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Excellent knowledge of proper business English, including grammar, spelling, and punctuation.
2. Thorough knowledge and excellent skills with the most recent County-used version of Microsoft Office Word / Excel is required; knowledge and experience with Oracle and Adobe Acrobat DC are desired.
3. Ability to understand and follow complex oral and written instructions, organize assignments, and to work independently in the absence of specific instructions or supervision.
4. Ability to exercise good judgment, courtesy, and tact in receiving office callers and in making proper disposition of problems.
5. Ability to multitask quickly and efficiently.
6. Excellent organizational and interpersonal skills, including the ability and desire to deal with the public and County employees courteously and professionally. **The** ability to establish and maintain effective working relationships with associates and the public.
7. Ability to compile, organize and assemble data required for reports and other projects.
8. Knowledge of Oracle Purchase Order Module software is desired.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school and advanced secretarial training and/or extensive (4-6 years) upper-level secretarial experience.

A comparable amount of training and experience may be substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS:**

Must have the use of sensory skills to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office-related equipment, such as, but not limited to a, a personal computer, calculator, copier, and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Ability to perform light lifting to 30 pounds.

**SPECIAL REQUIREMENTS:**

Possession of a valid driver's license with the ability to maintain.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Revised: 7/2016; 3/2018; 1/2019

### Easy Ways to Apply:

1. Visit our website at <https://www.washco-md.net/jobs/>  
or
2. Complete and email an Application to [HR@washco-md.net](mailto:HR@washco-md.net)  
or
3. Complete and mail Application to:  
**Washington County Human Resources Department,  
100 W. Washington Street, Room 2300,  
Hagerstown, Maryland 21740**

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V.

**DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:**

**Tuesday, June 30, 2026 @ 4:00 PM**