

Specification for Class of
LIQUOR PURCHASING AGENT ASSISTANT
Abolished Effective July 1, 2007

Definition: Acts as the assistant to the Liquor Purchasing Agent.

Typical Work

Assists in maintaining levels of inventory of all alcoholic beverages by processing purchase orders for spirits, wines and malt beverages sold by the Washington State Liquor Control Board in State Liquor Stores and Agencies and assists in making necessary transportation arrangements for delivery;

Computes and supervises the computation of store and agency retail prices;

Assists in preparing purchase orders and routing and shipping instructions;

Computes store and agency retail sales prices on all items by adding to purchase price freight costs, Federal taxes, duty and prescribed mark-up;

Issues retail price lists to stores, agencies, and permittees; supervises maintenance of sales records, receiving reports, tally forms, and other liquor stock reports which are used in process of ordering merchandise;

Assigns code numbers to new items in accordance with Board's system of uniform stock identification;

Issues bulletins or circulars to stores and agencies regarding changes in procedure in handling merchandise, price changes, and close-out items;

Assists in preparing reports and correspondence;

Performs other work as required.

Knowledge and Abilities

Knowledge of: Washington State Liquor laws; Liquor Control Board rules and regulations; Federal Bureau of Alcohol, Tobacco and Firearms regulations; merchandising principles and practices; receipt, storage, and movement of liquor stock; transportation methods, routes, and tariffs.

Ability to: supervise others; develop office forms and devise clerical procedures; maintain favorable public relations; communicate effectively, both orally and in writing.

Minimum Qualifications

A Bachelor's degree involving major study in business administration or allied field.

AND

Three years of experience in purchasing, marketing, accounting or retailing, one year of which must have been in an administrative/managerial capacity.

Full-time experience in management of purchasing, marketing, accounting or retailing functions may be substituted, year for year, for education.

New class: 5-1-63

Revised definition, minimum qualifications, general revision:
10-1-76