



JOB OPPORTUNITY BULLETIN

Harrison County affords equal job opportunity to all individuals, regardless of race, color, religion, sex, age or national origin.

Today's Date: April 15, 2025

Date Listing Will Close: April 22, 2025 @ 5:00 PM

The following department has a vacancy for qualified employees in the following position:

Class Specification: Purchasing – Claims Examiner I

Department: Purchasing

Salary: \$32,032.00 - \$35,000.00

Position Summary: See Attached Job Description

Job Duties and Responsibilities: See Attached Job Description

Qualifications / Experience: See Attached Job Description

HARRISON COUNTY HUMAN RESOURCES

1801 – 23rd Avenue, Second Floor, North Hall, Gulfport Courthouse
Phone: (228) 865-4194 Fax: (228) 865-4162 www.co.harrison.ms.us

APPLICATIONS MUST BE RECEIVED BY 5:00 P.M.

E.O.E. and A.D.A.

**HARRISON COUNTY, MISSISSIPPI
JOB DESCRIPTION**

JOB TITLE: Claims Examiner I

DEPARTMENT: Purchasing **FLSA STATUS:** Non-Exempt

REPORTS TO: Purchasing Clerk **POSITION CODE:** 7720

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to: attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary. Should an incumbent/applicant be unable to perform the essential function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA), reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

JOB OBJECTIVE: The purpose of this position is to receive and maintain purchase transaction forms generated by the County procurement system by conducting detailed analysis of all transactions, vendor claim documents, and procurement documents.

ESSENTIAL JOB FUNCTIONS:

1. Receive and review requisitions to submit for purchases up to \$75,000 by competitive quotes and maintain records of said purchases.
2. Verify all purchases meet the legal requirements as set forth by the State purchasing guidelines and County purchasing policies.
3. Expedite rush orders and shipments.
4. Maintain a detailed log of all active and inactive purchase transactions.
5. Prepare purchase orders for payment by the Finance Department through accurate processing of all related paperwork.
6. Maintain contact with vendors when necessary to ensure timely payments of claims.
7. Follow purchases from beginning to end to ensure vendors are paid in a timely manner and making sure only items received are paid for.
8. General office tasks.

SECONDARY DUTIES AND RESPONSIBILITIES:

- Performs other related duties as required.

SUPERVISORY RESPONSIBILITIES: None.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of standard office practices and procedures.
- Knowledge of hard copy and computer filing and record-keeping systems.
- Good writing and reporting skills.
- Must have excellent Mathematical skills.
- Must have strong multi-tasking skills.
- Must have strong organizational skills.
- Must have good interpersonal skills.
- Must have good problem-solving skills.
- Must be proficient in Microsoft Office – Word, Excel, Desktop publishing.

EDUCATION AND EXPERIENCE REQUIRED:

- High School Diploma.
- One (1) year of experience in clerical work.
- Any equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS:

- Must possess a valid Mississippi Driver’s License before employment and maintain licensure for duration of employment in this position.
- Proficient in Mississippi State law on purchasing practices and procedures.

STARTING SALARY: \$32,032.00 - \$35,000 annually

PHYSICAL REQUIREMENTS:

The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	YES	NO
Work involves lifting, pushing, pulling or carrying 50 pounds or more		✓
Work involves the operation of earth-moving equipment or commercial motor vehicles		✓
Work involves the operation of non-commercial motor vehicles		✓
Work involves the operation of tools such as axes, shovels, sling blades, etc.		✓
Work involves the operation of motorized equipment such as chain saws, power saws, jackhammers, lawn mowers, tractor		✓
Work involves climbing or running		✓
Work involves stooping, bending, twisting, or reaching out in unusual positions		✓
Works above ground or floor level, such as on stools or ladders		✓
Works in a relatively high average temperature over a long period of time		✓
Work involves considerable physical exertion of the whole body over a long period of time		✓
Work requires near vision (20 inches or less)	✓	
Work requires distance vision (20 feet or more)	✓	
Work involves the detection of color differences	✓	
Work involves determination of the correct location of a sound, such as footsteps		✓
Work involves hearing and understanding conversation or sounds	✓	

WORK ENVIRONMENT:

The environmental conditions marked below are common to this job:

	YES	NO
Outdoor Weather Conditions		✓
Wet, Humid Conditions (non-weather)		✓
Work Near Moving Mechanical Parts		✓
Work in High, Precarious Places		✓
Fumes or Dust		✓
Toxic or Caustic Chemicals		✓
Extreme Heat (non-weather over 90° F.)		✓
Low Noise (e.g., business office)	✓	
Moderate Noise (e.g., light motorized equipment such as lawn mowers)		✓
Loud Noise (e.g., jackhammer, heavy motorized equipment)		✓

Signature: _____

Date: _____