

Maintains a demand history file for all non-standard locally produced supplies and equipment required by Engineer Teams and other organizations and agencies for direct consumption in English and German language. Records temporary identification data, date of request, and kind of purchased method. Upon receipt of material completes record entries by indicating price data, voucher number of receiving document, etc. Screens demand history file for items qualifying for exchange, recommends the establishment of temporary requisitioning objectives, assigns complete stock number and coordinates transaction with all sections and personnel concerned.

3. Obtains rough drafts of material requirements directly from shop supervisor in German language, or material estimates from the Work Coordinating Office. Reviews and determines the sufficiency of item descriptions and technical data by applying a knowledge gained through experience or by reference to previous similar requests or supply catalogues. Translates item description (frequently lengthy) and specification statements from German into English. Verifies or corrects data such as appropriate supply group, stock number, American nomenclature and the estimated unit price for each item. Consults supervisor in all cases of doubt or whenever highly technical, complicated materials are requested. In such cases, obtains from supervisor precise German nomenclature enabling the supplier to properly identify the requested material. From information thus obtained, prepares individual material request on specified forms containing a brief English nomenclature and a precise and complete description of the desired material in German. Inserts the exact location, job order number and cost account code number for which the material is requested in each material request. Assigns control numbers from the material request registers, obtains the signature of the Ordering Officer and effects distribution of copies.

4. Establishes and maintains a central voucher and purchase request register for the Facility Engineer Property Account with full responsibility for the completeness and accuracy of all entries. Registers all documents which evidence the acquisition, issue, disposition, and adjustment of property and the sale of coal. Controls the issue of voucher numbers to sub-activities of the Facility Engineer Property Section by maintaining a suspense file of all transitory vouchers, by obtaining voucher locator slips for vouchers in process and by preparing monthly follow-up actions of pending vouchers.

Performs other duties as assigned.