

CLASS TITLE: PURCHASING CLERK

DEFINITION:

Under the supervision of the Director of Purchasing, processes and expedites purchase orders and performs a variety of duties in support of the purchasing function; prepares reports and maintains accurate records related to supplies, materials and equipment purchased by the District.

STATEMENT OF TYPICAL DUTIES:

- a. Receives purchase requisitions and reviews for clarity, accuracy and completeness; assigns appropriate codes and verifies extensions.
- b. Prepares, duplicates, and distributes copies of purchase orders; communicates with District and warehouse personnel and vendors regarding discrepancies in orders.
- c. Encumbers purchase orders processed using a computer terminal; enters various identification numbers and dollar amounts; assures that proper controls exist to balance purchase order amounts.
- d. Places phone orders for rush orders; obtains price quotes and places orders for District office equipment; assists in the preparation of bids.
- e. Performs a wide variety of clerical duties in support of the purchasing function; responds to questions regarding purchasing policies and procedures; maintains files on purchase orders and requisitions processed.
- f. Composes or prepares letters and correspondence independently or from oral instructions; prepares and distributes a variety of forms and reports including the purchase order approval list and printing bid.
- g. Maintains a variety of records and files for the Purchasing Department including vendor lists, purchase orders processed, and requisitions received.
- h. Operates a variety of office equipment, including computer terminal and printer, typewriter, calculator, and copier.
- i. Provides work direction and guidance to student aides, as assigned.
- j. Responds to phone calls and other requests for information concerning the status of requisitions; resolves problems involving missing, broken or incorrect materials received.
- k. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Laws, rules and regulations concerning school District purchasing policies.
Basic purchasing policies and practices.
Modern office practices, procedures and equipment.
Record keeping techniques.
Interpersonal skills using tact, patience and courtesy.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communications skills.
Interpersonal skills using tact, patience and courtesy.
Telephone techniques and etiquette.

Ability to:

Perform specialized clerical support duties in the purchasing office.
Process District requisitions and purchase orders efficiently.
Make arithmetic calculations quickly and accurately.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Understand and follow oral and written directions.
Establish and maintain effective working relationships with others.
Work independently with little direction.
Meet schedules and timelines.
Maintain records and prepare reports.
Communicate effectively both orally and in writing.
Type at 50 words net per minute from clear copy.
Perform complex clerical work with speed and accuracy.
Operate a variety of office equipment including typewriter, calculator, copier and computer terminal and printer.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of increasingly responsible clerical and record keeping experience in a purchasing office.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.

WORKING CONDITIONS:

District office environment.

Revisions approved 1-11-89