

PURCHASING CLERK

CLASS SUMMARY

Under general supervision – performs a variety of specialized clerical work in the District Purchasing Department; performs related duties as required.

REPRESENTATIVE DUTIES

Receives telephone inquiries on supplies and purchasing procedures and answers routine questions; processes incoming and outgoing mail; maintains vendor files; catalog files, and purchase order files; assists in assembling and distribution of bid packets; prepares purchase order docket for distribution to Board members; processes equipment repair orders; contacts vendors by mail or telephone on problems related to purchasing; operates in terminal in entering data into computer and in verifying account balances.

ORGANIZATIONAL RELATIONSHIPS

Positions in this class report to the designated manager in the Purchasing.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training and experience equivalent to graduation from high school, supplemented by courses in bookkeeping, accounting or purchasing; and one year of general office, clerical experience.

Knowledge and Abilities

Knowledge of: record keeping, filing systems, and office procedures; modern office methods and equipment; English, grammar, spelling, composition, and vocabulary; arithmetic; principles of public contacts and public relations.

Ability to: organize and coordinate office operations; establish and maintain effective communications and working relationships with others; learn and apply departmental procedures, policies, and regulations; work independently and assume responsibility for schedules, reports, and general flow of a volume of activities.

Skills: typing – demonstrated proficiency; calculator and adding machines – proficient operation.