

PURCHASING CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing specialized clerical duties in purchasing and accounts payable. The position involves a significant amount of recordkeeping and processing in conjunction with the purchase of supplies and equipment. Work is performed under general supervision with considerable leeway for the exercise of independent judgment in carrying out assignments in accordance with well defined procedures. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Processes all purchase orders, including entering orders into computer, mailing orders to vendors, filing copies of purchase orders, and canceling orders if necessary;
 Prepares purchase orders for payment, verifies against invoices, and enters data into ledger book;
 Prepares bids, advertises bids, and sends out to bidders;
 Analyzes bids and recommends which vendors should be awarded bids;
 Compiles data for and assists in the preparation of basic financial and statistical reports;
 Receives invoices, prepares for payment, and balances statements of accounts;
 Files requisitions, vouchers, ledger cards and other material;
 Operates computerized keyboard and other office equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of principles and practices of purchasing and office routines;
 Good knowledge of ethical and acceptable business practices in dealing with vendors;
 Good knowledge of business arithmetic and English;
 Ability to make arithmetic computations rapidly and accurately;
 Ability to establish and maintain positive working relationships with others;
 Ability to write legibly;
 Clerical aptitude;
 Tact and courtesy;
 Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from high school or possession of a high school equivalency diploma and one year of experience in a position involving the maintenance of financial accounts and records or purchasing; or
- (b) Three years of experience in a position involving the maintenance of financial accounts and records or purchasing; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).