

PUCHASING CLERK II

DEFINITION

Under general supervision, performs a variety of general clerical activities concerning the procurement and purchase of goods, materials, supplies and equipment; receives, reviews, and processes requisitions, purchase orders, and other related purchasing documentation; performs other related work as assigned and/or required.

ESSENTIAL DUTIES

- performs clerical functions pertaining to the purchase of goods, supplies and equipment, including receiving requisitions and reviewing them for completeness and authorization
- keyboards purchase orders and submits them for review and approval
- assists in updating goods, supplies, equipment files and catalogues
- develops, implements, and maintains a system to follow-up overdue orders
- matches packing/receiving slips to purchase orders
- may assist in the preparation of bid specifications from draft materials
- uses computer software programs to input purchasing related data and retrieve output reports on a regularly scheduled basis
- may review, verify and update the warehouse inventory control records
- may assist with the clerical functions related to the bid opening process and general purchasing functions
- prepares and maintains standard purchasing and supply lists, and catalogues
- assists with the maintenance of the District's fixed asset records
- performs a variety of clerical functions, including keyboarding, filing, and maintaining an automated data management, storage, and retrieval system

QUALIFICATIONS

Knowledge of: Methods and techniques pertaining to procurement functions of a complex purchasing operation for an educational organization; automated data management, storage, and retrieval systems; standard purchasing terminology.

Ability to: Learn laws, rules, and regulations and District policy pertaining to the purchasing functions; make mathematical calculations with speed and accuracy; effectively operate a computer using appropriate software applications; communicate effectively in oral and written form; understand and follow oral and written directions; establish and maintain cooperative working relationships.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions.

- will frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects
- will sit most of the time, but may walk or stand for extended periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing written and oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Experience: Two years of general computer and clerical experience, preferably involving the purchasing activities of a public or educational agency.

Education: Verification of a High School diploma, a GED certificate or a higher degree; supplemental training or course work in office procedures, purchasing clerical procedures, or a closely related field is preferred.

2/2008