



Job Description

POSITION TITLE:	Purchasing Clerk Operations Business Services	# 2305
SALARY PLACEMENT:	Classified Salary Schedule Range L	

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:

Equivalent of the completion of the twelfth grade, plus one year of secretarial training or business/computer courses obtained through a community college, trade, or correspondence school. Experience of a closely related nature may be substituted.

DESIRABLE QUALIFICATIONS - EDUCATION AND/OR TRAINING:

One year of accounting or business related course work or related training. Computer skills. Experience in business and purchasing procedures preferably in a public school setting.

MINIMUM EXPERIENCE:

Two years of varied and progressively responsible clerical and/or accounting experience.

DESIRABLE EXPERIENCE:

Purchasing experience working in a school district, county office of education, or private industry.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Typing/word processing at a minimum of 45 wpm. High-level computer skills. Ability to carry out oral and written directions; communicate effectively; establish and maintain cooperative working relationships; and prepare correspondence as required. Be flexible and receptive to change.

SUMMARY OF POSITION:

Under direction of management personnel, perform a variety of clerical, and accounting duties; have extensive dealings with school personnel; perform technical duties related to processing, purchasing, and acquisition of materials, supplies, equipment, and services. Does related work as required.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Answers telephone calls; handles visitors; receives and relays messages; handles requests for information and assistance.
2. Attends to administrative and clerical detail utilizing initiative, problem analysis techniques, good judgment and confidentiality.
3. Receives and reviews online requisitions to verify calculations, accuracy, proper authorization, budget codes, account balances, and insure proper back up documentation is received.
4. Processes online requisitions in compliance with established policies and procedures. Issues purchase orders or communicates with departments regarding deficiencies.
5. Makes copies of purchase orders and back-up and distributes to departments and others as required.

6. Establish and maintain a variety of purchasing records, reports, and control files.
7. Performs other related duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district staff, and the public.

Rev4/05/2006ac
rev 3/10/10 ms