



Job Title:	Purchasing Clerk	Wage/Hour Status:	Non-Exempt
Reports To:	Director of School Services	Pay Grade:	Para Grade 3
Dept. /School:	School Services	Date Revised:	09/30/2011

Primary Purpose:

Provide clerical and data input services to the purchasing department. Answer phones; maintain filing, purchase order processing and word processing.

Qualifications:

Education/Certification:

High School diploma or GED

Special Knowledge/Skills:

Ability to work with numbers in an accurate and rapid manner
Ability to analyze and organize a complex filing system of bid-related documentation
Proficient typing, keyboarding, and file maintenance skills
Ability to use calculator (10-key by touch)
Proficient in Microsoft Office (i.e. word, Excel, Access)
Effective communication and interpersonal skills
Proficiency in meeting constant deadlines

Experience:

Minimum three years clerical, preferably in public education

Major Responsibilities and Duties:

1. Assist in maintaining vendor and bidder lists.
2. Creates, prepares and processes purchasing documents, enters purchase order data in purchasing requisition system.
3. Prepare, develop and maintain a variety of correspondence, forms and documents as weekly specialized reports.
4. Maintain physical and computerized files for the department.
5. Answer incoming calls, take reliable messages, and route to appropriate staff.
6. Assist in maintaining a schedule of appointments.
7. Assist in receiving, sorting and distributing mail and other documents to department stations.
8. Other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Personal computer, typewriter, printer, fax machine, copier, and calculator

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Repetitive hand motions; prolonged use of computer

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.