

Jurisdictional Class: Competitive
Adopted: September 1, 1992
Revised: May 15, 2019

PURCHASING CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is specialized clerical work involving responsibility for significant amounts of record keeping and processing in conjunction with the purchasing and receipt of all supplies and equipment. The work requires a general understanding of office rules, procedures, and policies. The incumbent generally follows a prescribed routine and, in most cases, receives only infrequent general instructions. Unusual problems or situations, not previously encountered, are referred to supervisors before action is taken. Work is performed under general supervision. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Reviews all requisitions for accuracy and processes purchase orders, which includes entering orders into the computer, mailing orders to vendors, filing copies, mailing copies to appropriate department(s), encumbering funds for each account, and canceling orders if necessary;

Reviews and places orders with approved vendors;

Verifies orders, checks items in, verifies receipts, packing slips, and ensures that goods and services are delivered as requested in accordance with specifications;

Has receipt and signatory responsibility for all campus deliveries and distribution;

Verifies invoices and matches to purchase orders, checking for accuracy and completeness;

Processes all travel documents and ensures adherence to policy and procedures;

Orders office supplies and maintains office supply inventory for the entire agency;

Compiles inventory data and maintains asset records for the entire agency;

Follows up on back orders and missing items;

Maintains monthly records for various expense categories;

Collects, compiles data, and maintains monthly paper inventory and chargeback reports;

Compiles data for the preparation of simple financial and statistical reports;

May be responsible for processing incoming and outgoing mail;

Sorts, indexes, files, stamps receipt of documents, mail or other material;

Operates computer, copying, calculating, and other office machines.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of modern methods used in maintaining financial accounts and records;

Good knowledge of purchasing policies and regulations;

Good knowledge of office terminology, procedures, and equipment;

Good knowledge of business English and arithmetic;

Ability to make accurate arithmetical computations;

Ability to understand and follow oral and written instructions;

Ability to write legibly;

Ability to establish and maintain positive working relationships with others;

A high degree of accuracy.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one (1) year of clerical experience involving bookkeeping, record keeping, or purchasing duties.

NOTE: Training beyond high school in accounting or business may be used toward satisfying minimum experience requirements with six (6) credit hours equating to the one (1) year of above experience.