

## ORANGE UNIFIED SCHOOL DISTRICT

### **PURCHASING CLERK**

#### **DEFINITION**

Under general administrative direction, performs clerical duties in the purchasing of materials, supplies, and equipment; maintains accurate stores records; prepares regular reports; initiates phone call, composes correspondence, and answers questions related to purchasing; learns and applies specialized and technical procedures; and performs related duties and responsibilities as required or assigned.

#### **DISTINGUISHING CHARACTERISTICS**

Positions in the class report to a District Administrator, work closely with other District office staff, and are primarily responsible for a key set of documents, data, records, and information, which must be processed and maintained following legal and policy procedures – largely on their own responsibility as to accuracy and correctness.

#### **REPRESENTATIVE DUTIES:**

Essential functions include, but are not limited to: receives, reviews, and processes purchase requisitions, checking for accuracy, completeness, and authorized signatures; advises schools and departments as to current purchasing procedures and use of forms; determines from lists of vendors where products may be obtained and secures price quotations and compares prices; contacts vendors by letter, telephone or in person; reviews requisitions before data entry; prepares standard quotes in assigned categories following established guidelines; expedites orders, investigates complaints, and secures adjustments; verifies budget accounts; follows up on late orders or defective deliveries; arranges for repairs; prepares report for replacement recommendation; prepares a variety of reports and maintains filing systems up-to-date; composes and types routine correspondence independently or from brief verbal instructions; learns and interprets rules, regulations, and laws affecting school district purchasing operations; receives input from District personnel, information about their supply requirements needs, and the quality and suitability of supplies, materials, and office equipment; schedules, receives, and reviews quotations, and directed purchases. Performs related duties as required.

#### Knowledge of:

English grammar, spelling and arithmetic; letter writing and composition; modern record keeping, record checking and filing systems; modern office methods, procedures, terms, and equipment; strong vocabulary; basic methods practices and procedures related to purchasing and store operations; safe working methods and procedures.

#### Ability to:

Read, understand, explain, and apply District policies and technical needs which have legal implications; operate standard office equipment; follow oral and written instructions; establish and maintain effective working relationships with those contacted in the course of work; understand and implement District policies as well as state and federal regulations; post and maintain records accurately; compose letters; compile statistical and narrative reports; learn new or changing procedures, file accurately and quickly; post data and make arithmetical

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computations rapidly and accurately; operate office machines such as the calculator, computer and related software; compile and maintain accurate and complete records and reports; establish and maintain cooperative working relationships with vendors and others contacted in the course of work; and keyboard accurately from clear copy.

**EDUCATION AND EXPERIENCE:**

Equivalent to: Graduation from high school, including or supplemented by training in typing and office practices; and four years of responsible office experience, including responsibilities for accurate record keeping. Equivalencies: Additional college level training or experience may substitute for the other on a year-for-year basis to a maximum of two years.

**Skills:**

Typing/computer keyboard: 40 wpm

**ENVIRONMENT:**

Incumbents may be required to work at a video display terminal.

**PHYSICAL DEMANDS:**

Light Work: Positions in this class perform work which is primarily sedentary. Some lifting of objects weighing up to 25 pounds in characteristic of some positions in this class.

Mobility: Positions in this class require the mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Some positions may require lower mobility to stand, bend and stoop.

Vision: Positions in this class require vision (which may be corrected) to read small print.