

Department: County Manager

Classification: Competitive

Grade: 2 1/2 M/C

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PURCHASING CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves assisting in the purchasing process for various county departments. The work requires the use of a computer and peripheral equipment in the performance of these duties. Direct supervision is received from a higher ranking clerical and/or administrative employee. Employees in this class are given detailed instructions for new or difficult assignments. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES (Illustrative Only)

Assists in the preparation and entering on the computer items to be purchased;
May assist in the advertisement of bids;
Compiles data for mobil, physical, and building inventories;
May assist in the preparation of purchase orders;
Maintains monthly telephone accounting information and billing to respective departments;
Sorts, indexes, and files a variety of control records and reports;
May conduct routine correspondence on matters where policies and procedures are well defined;
Answers the telephone and acts as receptionist giving out routine information.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Working knowledge of modern methods used in purchasing practices; working knowledge of office terminology, procedures, and equipment; ability to operate a computer and peripheral equipment; ability to understand and follow oral or written instructions; ability to get along well with others; clerical aptitude, high degree of accuracy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from high school or equivalency and three years of experience involving the purchasing of supplies, maintenance of stock and inventory, and the use of a computer;
- (b) Four years of paid experience as defined by the limits of (a).

Revised 1/7/00