



JOB DESCRIPTION
Purchasing Clerk

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The Purchasing Clerk under the direct supervision of the Purchasing Director, follows established purchasing procedures to process purchase orders and to assist with the daily operations of the department.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- One to two years of clerical experience preferred

ADDITIONAL REQUIREMENTS:

- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Clerical proficiency and competency in general office procedures
- Ability to use calculator (10-key touch) and work with numbers in an accurate and rapid manner
- Proficient typing, keyboarding (data entry), and file maintenance skills
- Ability to work well and in a positive manner with staff, employees, and the public
- Ability to meet established deadlines

DUTIES AND RESPONSIBILITIES:

1. Respects the confidentiality of the position.
2. Inputs requisition data.
3. Distributes copies of purchase orders to the destination after approval from the business office and purchasing agent.
4. Maintains an alphabetical file on all purchase orders.
5. Maintains and updates all current fixed asset files for annual audit.
6. Coordinates typewriter and calculator repairs for the district. Calls and coordinates the needed service with the repair vendor.
7. Reviews and records property/package transfer requests.
8. Types correspondence for purchasing department as needed.
9. Assists with other purchasing department duties as needed, under the Secretary's supervision.
10. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to concentrate, communicate (written and verbal), understand verbal instructions, read, and maintain emotional control under stress.

PHYSICAL DEMANDS: Ability to lift light weight (under 15 pounds), sit, repetitive hand motions, hear, speak, visual acuity, and work inside.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic office equipment

Paraprofessional Pay Grade: 3
Days: 226
Wage/Hour Status: Nonexempt
Updated: May 8, 2008

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.