

Job Description
MOORE PUBLIC SCHOOLS

5.27

Job Title: Purchasing Clerk

Qualifications:

Credentials: None

Education: High school diploma and specialized vocational experience in or after high school in computers/printers and basic office skills.

Training or Experience Required: 3 years of secretarial experience. Minimum of 1 year with computer experience using word processing, databases, and/or spreadsheets. Minimum of 1 year working in a school system is preferred. Must have knowledge of governmental purchasing/accounting procedures per State law and local District.

Special Skills, Knowledge, Abilities:

Must be able to type at 50 WPM; operate a 10-key calculator by touch. Must have basic to intermediate word processing software experience (preferably Word Perfect) and advance spreadsheet experience (preferably H.P. Budget/Reports).

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms.

Composes letters using proper spelling and grammar/prepare statistical reports/complex charts. Communicates on the phone in clear, grammatically correct English.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets routine written or printed materials such as charts, diagrams, maps or instruction material.

Business Machines (like computers, copiers, etc.): Uses business machines that can be easily learned from simple manuals or simple verbal instructions. Such machines include but are not limited to photocopiers, microfiche readers, CRT/computers calculators, and multi-line telephone consoles.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system.

Spelling Skills: Incumbent needs to spell correctly and proofreads work of others concerning spelling and grammatical structure.

Site: Administrative Service Center

Reports To: Purchasing Director

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Job Goal (Purpose of Position): Performs skilled level purchasing clerical duties under limited supervision to assist the Purchasing Director to receive, review, and process purchase orders and reports. These include data entry, preparation of various reports, and verification of accounting codes, authorized buyers, and authorized vendors. The dollar amount of purchases must be reviewed to ensure State statutes are being followed.

An incumbent in this position will follow generally standardized operating policies and procedures. On occasion will have to interpret policies and procedures.

Contact with Others: An incumbent in this position has regular contact by telephone or in-person with the public to determine actual information needed. The incumbent is expected to try and resolve complaints but if not able to do so, will refer the caller to the Director.

Other Performance Measures:

Successful performance of the job requires good customer service/people skills to resolve problems and provide information as requested. It requires following safety guidelines and policies to reduce accident or injury to self. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Creativity, initiative, and effective problem solving are important to the success of the position.

In addition, must maintain a positive attitude and be cooperative toward other staff members, the public, and the educational system.

Essential Job Functions (Performance Responsibilities):

1. Maintains legal purchasing records and forms for audit purposes. This includes proper processing of requisitions, bids/quotations, purchase orders, invoices and delivery confirmation.
2. Assists in preparation of management reports from purchasing records.
3. Prepares periodic reports of open purchase orders; Prepares periodic reports of standing purchase orders.
4. Prepares purchase orders from source documents into computer-acceptable form.
5. Examines requisitions for proper preparation of accounting codes, specifications, and compliance of administrative rules and regulations.
6. Maintains sequence and control of purchase orders.
7. Follows procedures for printing purchase orders.
8. Secures, under supervision, encumbrance codes authorized for budget and accounting purposes.

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9. Channels requisitions exceeding balance of appropriated funds to the encumbrance clerk.
10. Reviews and verifies purchase order form according to procedures provided.
11. Maintains a list of established vendors, catalog file and assigned vendor codes. Maintains a bidder mailing list.
12. Assists in bid preparation, tabulation of bids and preparation of board reports.
13. Serves as receptionist for sales representatives
14. Performs other responsibilities as assigned by the purchasing agent.

Supervision exercised: An incumbent does not supervise.

Physical/Mental Requirements and Working Conditions:

Other than those physical/mental requirements included within the essential functions: Must be able to communicate on the telephone.

TERMS OF EMPLOYMENT: 251 days per year

SALARY: Category D

EVALUATION: Performance of this job will be evaluated in accordance with Board Policy.