

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: PURCHASING CLERK

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide clerical support and assistance to purchasing staff as needed in support of the purchasing functions.

REPRESENTATIVE DUTIES:

Issue purchase orders involved in the purchasing of materials including maps, subscriptions, production printing supplies, textbooks, workbooks, library and specialty items; communicate with vendors as needed.

Obtain quotations and follow-up information; tabulate and record bids and quotations.

Record receipt of requisitions and distribute to Purchasing personnel; open, sort and distribute U.S. and District mail.

Receive and review requests for printing; issue purchase orders for outside printing or send to appropriate in-house printer.

Type a variety of materials such as purchase orders, reports, correspondence, bid specifications, quotations and other purchasing forms and materials.

Communicate with various District and accounting personnel to exchange information, resolve discrepancies and correct errors.

Answer phone and provide assistance and information regarding the status of purchase orders and related purchasing activities.

Maintain a variety of records, files and catalogs related to the District purchasing function.

Perform a variety of clerical duties in support of the purchasing function such as typing, duplicating, filing and answering phones.

Operate a variety of office equipment.

Perform other duties as assigned related to job description.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic purchasing policies and practices.
Modern office practices, procedures and equipment.
Telephone techniques and etiquette.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Statistical typing and record-keeping.

ABILITY TO:

Learn and apply policies, practices and terminology used in purchasing supplies and materials for a school district.
Perform a variety of clerical support duties such as statistical typing, filing and record-keeping.
Add, subtract, multiply and divide quickly and accurately.
Understand and follow written and oral directions.
Work cooperatively and effectively with others.
Meet schedules and time lines.
Maintain records and prepare reports.
Communicate effectively both orally and in writing.
Type 30 words net per minute from clear copy.
Operate a variety of office equipment including computer and assigned software.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or high school equivalency and one year of responsible clerical and record-keeping experience preferably in a purchasing office.

WORKING CONDITIONS:

Typical office environment.
Subject to exposure to communicable diseases.