

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: PURCHASING ASSISTANT (Range 20)

BASIC FUNCTION:

Under the direction of the Purchasing Supervisor, type, process and expedite purchase orders and perform other clerical duties in support of the purchasing function.

REPRESENTATIVE DUTIES:

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

Answer telephones and provide assistance and information regarding the status of purchase orders and related purchasing activities; communicate with vendors and salespeople to research and exchange information or explain District procedures and policies. *E*

Maintain a variety of records, files, catalogs and manuals related to the District purchasing function; provide complete and accurate inventory records for the District; maintain fixed asset inventory as assigned. *E*

Provide clerical support and assistance to purchasing staff as needed; obtain quotations and follow-up information; prepare bid lists. *E*

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

Operate a variety of standard office equipment including calculator, computer, printer, facsimile and copier. *E*

Record receipt of requisitions; inspect for accuracy, completeness and proper authorization; enter requisition data into computer. *E*

Issue purchase orders involved in the acquisition of materials and services including supplies, equipment and other items. *E*

Perform a variety of clerical duties in support of the purchasing function such as duplicating and filing; order and stock office supplies.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic purchasing policies, practices and terminology.
Modern office practices, procedures and equipment.
Record-keeping techniques.
Telephone techniques and etiquette.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Operation of a computer terminal and other office equipment.
Oral and written communication skills.
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.
Operate a variety of office equipment including a computer terminal, printer and calculator.
Perform a variety of clerical support duties such as statistical typing, duplications, filing and record-keeping.
Add, subtract, multiply and divide quickly and accurately.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Maintain records and prepare reports.
Communicate effectively both orally and in writing.
Type at an acceptable rate of speed.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of responsible clerical experience involving automated financial and statistical record-keeping.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

PHYSICAL ABILITIES:

Seeing to read various materials.
Hearing and speaking to exchange information in person and on the telephone.
Dexterity of hands and fingers to operate a computer keyboard to enter data.
Sitting for extended periods of time.
Bending at the waist, kneeling or crouching.