San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Purchasing Clerk	**Exemption Status:**	Non-exempt
Reports to:	Director of Purchasing	**Pay Grade:**	05
Works With:	PRIM Personnel/Admin.	**Days:**	226
Dept. /School:	PRIM Department	**Date Revised:**	06/18/2020

Primary Purpose:

To facilitate the efficient operation of the purchasing department office and provide clerical services to the department head and maintain the accounting of the fixed assets inventory.

Prerequisites:

- High School Diploma or GED

Special Knowledge/Skills:

- Knowledge of the network operations of the Purchasing office and proficient skills in typing
- 10 key calculator, word processor and computer experience necessary

Major Responsibilities and Duties:

1. Coordinate the duties of the bid process such as maintaining a log of all bids and proposals, able to coordinate the format of the bid proposals as delegated by the Purchasing Director, maintain a bidders list, and keep track of bid deadlines, bid openings, bid tabulations and other related purchasing duties

2. Organizes, manages and supervises the routine work activities in the assigned PRIM Dept.

3. Assists in the accounting of the fixed assets inventory, including the issuance of school tag inventory numbers and posting the assets of inventory.

4. Keeps an inventory on office supplies and orders supplies as necessary.

5. Performs, assists and supervises the office duties of the various department of PRIM, including receiving, inventory and the mail route.

6. Maintains a schedule of appointments and makes travel arrangements for department head.

7. Ensures confidentiality.

8. Performs other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: _____ Date _____