

PURCHASING CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, an incumbent of this class is responsible for performing various tasks and activities of a complex nature involved in providing clerical support to the professional buying staff in the purchasing of supplies, materials, equipment, food, and other items used by County Departments. Supervision is not a responsibility of this class; however, this class may act as the lead clerical position in the overall purchasing function. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Receives, opens, screens, sorts and distributes mail;

Maintains a complex filing system of all bids, purchase orders, requisitions, contracts, price quotations, etc;

Maintains directory of vendors, material category indices, contract files, etc;

Types purchase orders, requests for price quotations, bids, contracts, purchase requisitions, correspondence, forms, reports, etc.;

Keeps buying staff (both County and participating municipalities) informed of approaching expiration dates on outstanding contracts and file prices for appropriate action;

Separates, distributes and maintains on-going files of outstanding purchase orders in departmental order, until the purchase and delivery have been completed;

Assists in the daily scheduled opening of bids by vendors by receiving and verifying completeness of bids;

Uses computer applications in connection with the direct entry of purchase orders, encumbrance of funds and general informational inquiries regarding same;

Orders and maintains office supplies and stationery;

Answers routine telephone inquiries regarding purchase orders and file prices on record;

Uses computer applications or other automated systems such as spreadsheets, word-processing, calendar, e-mail and/or database software in performing work assignments;

Performs various other clerical duties, as assigned;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the fundamentals of modern office procedures, equipment and business English; familiarity with the mechanics of purchasing; skill in the use of computer applications such as spreadsheets, word-processing, calendar, e-mail, and/or database software; ability read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; ability to perform simple arithmetic computations;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (cont)

ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; ability to comprehend and carry out complex oral and written instructions; ability to maintain complex records and files; initiative; resourcefulness; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and three years of clerical experience, one of which must have involved either financial record keeping, record auditing, inventory control, or maintaining a complex filing system.

SUBSTITUTION: Satisfactory completion of 30 credits* may be substituted on a year for year basis for up to two years of the above stated general experience. There is no substitute for the one year of specialized experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.