

## PURCHASE CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Purchasing Agent or other position responsible for purchasing, an incumbent of this class performs specialized clerical work involving the processing and preparation of bids and purchase orders, and compiles information and records to create purchase orders for procurement of equipment, supplies, or other services used by a school district or municipality. The incumbent maintains records of purchase orders, encumbrances, packing receipts and/or payments manually or through use of various computer software packages (i.e.; Excel, etc.). Some independent judgment is involved in ascertaining prices and recommending terms or individual to whom bids are to be awarded. Supervision is not a responsibility of this position. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Compiles purchase requests;

Prepares and copies specifications for all supplies, equipment and services;

Maintains a directory of vendors;

Collates specifications and mails them to prospective vendors;

Tabulates bids received and summarizes information per specification;

Determines lowest bidder and recommends awarding of bid to same;

Discusses questions as to awarding bids with superior;

Prepares purchase orders from budget requests and distributes copies of same to vendor and offices involved;

Maintains files or records of purchase requests, merchandise receipts, encumbrances and/or payments to vendors,

Communicates with other staff members regarding requests, line item charges, and/or receipt of goods;

Communicates with vendors regarding pricing, merchandise shipments, payment of bills and/or merchandise charges;

Checks prices of supplies from catalogues, or price lists from various vendors;

EXAMPLES OF WORK: (Continued)

Tabulates cost of items ordered to verify accuracy of cost;

Verifies budget lines being charged to ensure accuracy of allocation and sufficient funding in the account;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the fundamentals of modern office practices, procedures and equipment; good knowledge of the mechanics of purchasing; ability to comprehend and carry out complex oral and written instructions; ability to deal with others effectively; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; initiative; resourcefulness; tact; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and two (2) years of clerical experience, one year of which must have involved clerical procedures related to purchasing, requisitioning and/or bidding activities.

SUBSTITUTION: Satisfactory completion of 30 college credits\* may be substituted for one (1) year of the general clerical experience. There is no substitution for the one (1) year of experience that involved clerical procedures related to purchasing, requisitioning and/or bidding activities.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating 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 Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Towns & Villages,  
Cities of Rye & Peekskill,  
School Districts

J. C.: Competitive

Job Class Code: S719  
0719