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## Job Description

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**POSITION TITLE:** Purchasing Clerk # 2305  
Operations and Support Services  
Business Services

**SALARY PLACEMENT:** Classified Salary Schedule  
Range 27

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### **SUMMARY OF POSITION:**

Under direction of management personnel, perform a variety of clerical, and accounting duties; have extensive dealings with school personnel; perform technical duties related to processing, purchasing, and acquisition of materials, supplies, equipment, and services. Does related work as required.

### **MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:**

Equivalent of the completion of the twelfth grade, plus one year of secretarial training or business/computer courses obtained through a community college, trade, or correspondence school. Experience of a closely related nature may be substituted. Two years of varied and progressively responsible clerical and/or accounting experience.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:**

One year of accounting or business-related course work or related training. Computer skills. Experience in business and purchasing procedures preferably in a public-school setting. Purchasing experience working in a school district, county office of education, or private industry.

### **CREDENTIALS AND/OR SKILLS AND ABILITIES:**

Typing/word processing at a minimum of 45 wpm. High-level computer skills. Ability to carry out oral and written directions; communicate effectively; establish and maintain cooperative working relationships; and prepare correspondence as required. Be flexible and receptive to change.

### **ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Answer telephone calls and emails; handle visitors; receive and relay messages; meter, distribute and date stamp mail; handle requests for information and assistance; resend electronic documents.
2. Scan and file documents for program staff and management.
3. Make credit card purchases for SJCOE staff as directed by Purchasing management.
4. Attends to administrative and clerical detail utilizing initiative, problem analysis techniques, good judgment and confidentiality.
5. Receive and review online requisitions to verify calculations, accuracy, proper authorization, budget codes, account balances, and ensure proper back up documentation is received.
6. Process online requisitions in compliance with established policies and procedures. Issues purchase orders or communicates with departments regarding deficiencies.
7. Make copies of purchase orders and back-up and distributes to departments and others as required.
8. Establish and maintain a variety of purchasing records, reports, and control files.
9. Perform other related duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district staff, and the public.

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