

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT  
CLASSIFIED JOB DESCRIPTION

**PURCHASING CLERK**

DEFINITION

To perform clerical duties in the purchasing of materials, supplies, and equipment; to maintain accurate stores records; and to process the payment of invoices.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from supervisory staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Maintains warehouse inventory file. Order warehouse stock on a revolving basis. Computes and submits monthly warehouse transfers. Types purchase orders, memos, reports, bids, documents and other materials as required. Contacts vendors by telephone for pricing of requisitions and places orders. Records receipt of materials. Returns incorrect shipments to vendor and reports shortages or damages on materials received. Follows-up for receipt of undelivered orders. Verifies computer printouts and updates for reconciling to purchasing records. Inputs purchase order receipts into computer terminal. Batches store requisitions and inputs into terminal. Assists with annual update of furniture and equipment inventory records and musical instrument inventory lists for insurance purposes. Matches invoices with purchase orders and paying invoices on partial or complete purchase orders. Processes purchase orders by keeping open files until order has been completed. Assists with the purchase of materials for schools and the District. Contacts schools and departments for verification of correctness of requisition. Maintains running account of all open purchase orders; operates terminal and printer when needed. Maintains files on completed purchases orders. Maintains mileage ledger and payment of mileage claims. Performs related duties as assigned.

QUALIFICATIONS

Knowledge and Abilities:

Knowledge of modern office methods, practices, procedures, and equipment. Knowledge of basic data entry techniques. Know-ledge of recordkeeping and financial recordkeeping practices related to maintaining purchasing records. Knowledge of English usage, spelling, grammar, and punctuation. Ability to learn to operate computer terminal. Ability to maintain complex purchasing records and prepare routine reports. Ability to learn, interpret, and apply rules, regulations, and policies. Ability to perform complex clerical work with speed and accuracy. Ability

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT  
Purchasing Clerk (Continued)

Knowledge and Abilities (Continued)

to operate standard and specialized office equipment. Ability to understand and carry out oral and written directions. Ability to type at a speed necessary for performance of assigned duties. Ability to establish and maintain cooperative working relationships with those contacted in the course of work. Ability to work effectively in the absence of supervision. Ability to communicate effectively, both orally and in writing.

Experience and Training Guidelines

Any combination of experiences and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of accounting clerical experience.

Training:

Equivalent to the completion of the twelfth grade preferably supplemented by specialized training or course work in accounting clerical principles.

Reviewed and Agreed to by:

Incumbent: \_\_\_\_\_ Date: