

**TITLE: PURCHASING CLERK**

**QUALIFICATIONS**

Knowledge of

1. Correct English usage, spelling, grammar, and accounting terminology.
2. General accounting and purchasing principles and procedures.
3. State laws and District policies, rules and regulations pertaining to public school district purchasing.
4. School Accounting codes.
5. Data processing equipment, to include a working knowledge of applications software, hardware specifications, and training requirements.
6. Safety rules and regulations for this position.

Ability to

1. Perform a variety of responsible clerical work of average difficulty requiring accuracy and speed.
2. Establish and maintain a variety of record keeping systems and to prepare a variety of reports.
3. Operate office machines and equipment including a typewriter, copier, computer, and calculator proficiently.
4. Exercise independent judgment and problem solving skills related to specific areas of responsibility.
5. Identify and correct errors in a variety of mathematical computations and purchasing documents.
6. Type accurately at a rate of forty-five (45) words per minute from clear copy containing a large percentage of numerical or tabular data.
7. Be a productive and active team member.
8. Work successfully with diverse groups of people.
9. Maintain a pleasant appearance and demeanor.
10. Receive and give information over the telephone or in person in a courteous manner.
11. Understand and carry out oral and written instructions, policies, and procedures.
12. Communicate effectively and tactfully in both oral and written forms.
13. Learn and follow the operations, procedures, policies, and requirements of an assigned program or operations unit.
14. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations and effective work relationships.
15. Establish and maintain effective work relationships with those contacted in the performance of required duties.
16. Work independently and maintain high standards of workmanship, including maintenance of confidentiality.

Training and Experience

1. Equivalent to completion of the twelfth (12<sup>th</sup>) grade, including or supplemented by accounting or purchasing courses and/or courses in data processing or similar areas.
2. One (1) year of successful experience in a position requiring a basic knowledge of purchasing, and/or purchasing record keeping procedures and terminology; or any combination of training and experience that could likely provide the desired knowledge and abilities may be considered.
3. Has working knowledge of work processing and spreadsheet software related to position.
4. Good work history and attendance.

**REPORTS TO:** Purchasing Agent

**JOB GOAL:** To provide routine and responsible clerical purchasing functions in support of specialized programs and reports.

**ESSENTIAL FUNCTIONS**

1. Maintains purchase orders; receives requests, processes, checks for proper authorization and account codes.
2. Maintains purchasing accounting system.
3. Checks work performed, check extensions, additions and calculations on requisitions, purchase orders, and other related forms and reports.
4. Uses and understands complex financial software such as the District financial system, Purchasing system and County system.
5. Operates personal computer to generate lists, update records, monitor purchase orders and respond to requests.
6. Processes forms, applications, documents, records and/or other paperwork in support of assigned office functions.
7. Communicates effectively in both oral and written form.
8. May assist with the training on use of purchasing system.
9. Assists the Business Department with annual audit.
10. Follows District policies and procedures.
11. Participates in District in-service training as required.
12. Knows and understands the Mission and Core Values of the District.
13. Performs other related duties as assigned.

**OTHER FUNCTIONS**

1. Clears files at designated intervals.
2. Obtains and provides financial data for county office and district departments as assigned.
3. Searches records and files to prepare reports and summaries.

**SPECIAL REQUIREMENTS**

1. Must use safety equipment and devices designated for this position.

**PHYSICAL ABILITIES**

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to climb slopes, stairs, steps, ramps, and ladders.
7. Able to lift up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
8. Able to carry up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
9. Able to push and pull objects weighing up to thirty (30) pounds.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
11. Able to exhibit full range of motion for shoulder abduction and adduction.
12. Able to exhibit full range of motion for elbow flexion and extension.
13. Able to exhibit full range of motion for shoulder extension and flexion.
14. Able to exhibit full range of motion for back lateral flexion.
15. Able to exhibit full range of motion for hip flexion and extension.
16. Able to exhibit full range of motion for knee flexion.
17. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.

**TERMS OF EMPLOYMENT:** Twelve-month work year  
Classified bargaining unit member

**EVALUATION:** Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The department administrator or his/her designee will give the evaluation.

Approved by: Board of Education Date: August 25, 1999

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A  
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN  
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**