

**San Diego County Office of Education
Personnel Commission**

PURCHASING CLERK

DEFINITION: Under direct supervision, provides clerical and technical assistance in the processing of electronic purchase requisitions and purchase orders; reviews and processes contracts; assists the Purchasing Assistant and Purchasing Supervisor with purchasing and bidding functions.

TYPICAL TASKS: Processes Electronic Purchase Requisitions and Purchase Orders including: reviews and updates purchase requisitions for accuracy, completeness, and required approval; assigns vendor code numbers to purchase requisitions; verifies budget number(s) and encumbrance correctness; converts electronic purchase requisitions into purchase orders; disseminates completed Purchase Order forms; performs arithmetic calculations. Reviews and processes contracts including: prepares and reviews cover letters, routing forms and other contractual correspondence utilizing a computer; maintains and accesses contract database; reviews provisions and requirements of contracts. Assists in the purchasing and bidding function including: processes specifications and prepares bid documents; determines due date and makes recommendations for bid awards to the Purchasing Supervisor; compiles, tabulates, and summarizes bid results using Word and Excel; maintains vendors bid file and notifies vendors and other suppliers of awards; assists in the preparation of the Standard School Supply List. Provides support to the Purchasing Unit including: researches records and prepares verbal or written responses for clients, vendors, or the public; explains and applies the Purchasing Unit's policies and procedures; trains County Office staff in the usage of the Purchase Order System; assists auditors in reviewing documents and records as needed. Performs related duties as assigned.

(continued)

**MINIMUM
QUALIFICATIONS:**

General knowledge of contracting, purchasing and procurement practices and techniques used in a public agency, school district, or large company; symbols, terminology and language used in purchasing; basic financial record keeping and procedures; the use of common office computer systems and software. Skill in oral communication and the ability to clearly explain procedures and requirements. Ability to: learn and apply complex laws, rules, regulations, and procedures; operate a computer keyboard and quickly learn the use of business support software; accurately maintain complex files and records requiring the use of a computer system; exercise tact and judgment in dealing with sensitive and confidential material; make arithmetic calculations; file alphabetically, numerically or by code; read and understand complex written material; follow oral and written instructions; prepare correspondence, forms and reports; establish and maintain effective working relationships with others.

**EXPERIENCE
and EDUCATION:**

Education, training and experience which would most likely demonstrate the possession of the knowledge and skills stated above. A typical qualifying background would include education equivalent to graduation from high school and one year of progressively responsible office/technical work experience, preferably within a procurement setting.

Established July 2002

Approved by Personnel Commission: 7/26/02