

## **PURCHASING CLERK**

Code No.: 5-16-014  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a responsible clerical position involving work in various aspects of purchasing by assisting an administrator in reviewing requisitions, preparing bid specifications, securing quotations, inputting purchasing documents, and word processing. Employees of this class may be required to provide backup support for payroll and other areas. The employee reports directly to and works under general supervision of a senior staff employee. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Reviews requisitions for vendor selection, proper budgetary codes, accuracy of item descriptions and catalog numbers;

Assists in preparation of bid specification and prepares requests for quotations to prospective suppliers;

Places orders for materials, goods and services using basic purchasing techniques;

Maintains bidder's file and various purchasing records;

Provides information as requested by other units and vendors;

Confers with principals and supervisors on their needs and provides price/cost information for budget purposes;

Arranges for sale of surplus materials and maintains files of property records;

Types specifications, memos, correspondence and related forms utilizing a computer;

Assists in processing payroll information, maintaining personnel files and records, and disseminating payroll-related information;

Coordinates assigned billing activities;

Acts as back-up in the mailroom.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of office terminology, procedures and methods; good knowledge of business math; good knowledge of record keeping techniques; working knowledge of purchasing practices; typing skill; organizational skill; basic writing skill; ability to establish and maintain a filing system; ability to communicate effectively both orally and in writing; ability to follow directions; ability to work with forms; ability to operate a variety of office machines such as the electronic work station, adding machine, calculator, and photo copier; integrity; dependability; resourcefulness; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, plus two (2) years of paid full-time or its part-time/volunteer equivalent experience\* performing purchasing activities, or in a business office whose main function is purchasing activities.

**NOTE:** College level training in Business Administration may substitute for experience on a year for year basis.

\*ordering internal office supplies is not acceptable experience.

**SPECIAL REQUIREMENTS:**

Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

**REVISED:** December 11, 1986

**REVISED:** August 22, 1991

**REVISED:** April 3, 1996

**REVISED:** September 4, 1997

**REVISED:** August 3, 2000