

PURCHASING CLERK**DEFINITION:**

Under direction, the Purchasing Clerk performs varied clerical, record maintenance, purchasing and general storekeeping duties; performs related work as required.

ESSENTIAL JOB FUNCTIONS:

The listed tasks are essential for this entry/journey level position. As experience is gained, incumbents are expected to perform the full scope of duties as assigned with increasing independence. Duties may include, but are not limited to:

Processes packing slips, invoices and related documents and forwards to Accounts Payable for prompt payment. Assists in processing purchase requisitions and evaluating bid quotations. Review and process claims for payment from departments. Receives, stores, issues and provides help desk support for pagers, cell phones and PDA's.

Receives deliveries and forwards shipments to appropriate departments. Inspects shipments for damage and conformance to invoice, purchase order packing list, and/or shipping documents, returns defective materials and equipment. Prepares routine reports and performs a variety of related manual and clerical duties as required.

Receives, stores and issues equipment and supplies and performs related storekeeping duties as required. Physically receives and stores stock. Performs licensing of all City vehicles. Picks up and delivers mail from the post office as required. Assists with periodic physical inventories, maintains continuous records of inventories and establishes appropriate stocks levels and re-order points. Maintains the warehouse in a clean and orderly condition. Assists the General Services Division in other activities as required. May be required to work shifts, weekends, and/or holidays

QUALIFICATIONS:

Training and Experience: Requires graduation from high school or GED equivalent and one year of experience in record keeping and general office work. Experience in stock, storeroom or warehousing work is preferred. Must have a valid CA driver's license at the time of employment. Must obtain a forklift certificate within one year of employment.

Knowledge, Skills, and Abilities: Training and Experience: Knowledge, Skills, and Abilities: Requires working knowledge of warehousing methods and practices including inventory control; record keeping practices and procedures, and modern office practices, procedures, and equipment; skill in reading, understanding and maintaining records of warehouse operations, requisitions, and purchase orders, making simple mathematical calculations; personal computer, and other office equipment; and the ability to lift or move up to 50 pounds; type 30 wpm corrected; understand and follow oral and written directions; work independently; communicate effectively orally and in writing; inspect and issue supplies; operate a desktop computer ; understand and work with numeric figures; and work cooperatively and effectively with others.

PHYSICAL DEMANDS AND WORK CONDITIONS:

While performing the duties of this job, the employee is frequently required to walk, talk and listen; use hands to operate, finger, handle, or feels objects, office machines; uses a telephone and a personal computer with a VDT screen for extended periods of time; and reach with hands and arms. Must occasionally lift and/or move up to 50 pounds. Specific vision abilities include close vision and the ability to adjust focus. The work environment occasionally has moderate to high noise levels.