

Job Description: PURCHASING CLERK

Class No.	610	Department:	Purchasing Department
Position No.	496-200	EEOC Category:	Administrative Support
Pay Group:	06	FLSA:	Non-Exempt

SUMMARY OF POSITION

Under general supervision, provides administrative support relating to the purchasing function. Performs duties related to the ordering, receiving, and processing of supplies, materials, and equipment for the Guadalupe County Purchasing Department. Reviews and resolves discrepancies in purchase orders and receiving documents, verifies accuracy and validity of documentation.

ORGANIZATIONAL RELATIONSHIPS

This position reports directly to the Purchasing Agent. This is a non-supervisory position. This position has regular contact with the general public, other department employees, all county departments, vendors, elected and appointed officials, and external auditors.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required or assigned.)*

- Performs receptionist duties including:
 - Answers a multi-phone lines system
 - Greets the public, answer and direct incoming calls on multiple telephone lines
 - Provides general assistance to the callers and visitors and documents their concerns
 - Provides information and handling routine inquiries on own initiative
 - Takes messages
- Issues purchase orders
 - Verifies budget availability
 - Notifies department of insufficient budget funds during the requisition process
 - Analyzes request for “county purpose” and if it is an “allowable” expense
 - Questions any new expenses or new vendors
 - If not familiar with the expense, checks the vendor or requests assistance from the Purchasing Agent
- Perform a variety of clerical functions including:
 - Typing, data entry, filing, making copies, scanning, posting information, faxing;
 - Composes and types correspondence
- Runs weekly and monthly reports such as fuel prices and open purchase order reports; researches outstanding purchase orders and checks with the department/Accounts Payable on the status of the purchase; provides assistance in solving invoice or credit issues.
- Opens, sorts, distributes and date stamps all in-coming mail, packages, and documents, and processes out- going mail including regular mail and interoffice mail
- Enters data into assigned computer system
- Establishes and maintains necessary suspense files and follow-up as needed
- Verify correctness of office supply orders, place office supply orders, schedule pick ups on credits, and match orders to invoices, reconciles statement
- Keep supply cabinet in order and stocked
- Sorts and maintains files consisting of correspondence, reports, purchase orders, vendor files, quotes and contracts
- Examines letters, forms, documents or reports for accuracy and reports discrepancies to supervisor; maintains departmental accounts, records and files
- Maintains awareness of budgetary guidelines to assure fund availability
- Orders office supplies and printed items for county departments on a weekly basis and coordinates delivery of supplies upon arrival
- Maintains a variety of reports and records such as contracts, master lists, and budget amendments
- Performs pricing checks (bids and cooperative purchasing contracts)

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- Schedules appointments and keeps calendars
- Assists with the annual inventory and auction of surplus
- Will be asked to perform a variety of tasks to assist the Purchasing Agent with all aspects of the functions of the office

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of basic practices of governmental accounting and of government purchasing laws, local government, and Texas statutes.
- Proficient knowledge of Microsoft Word and Excel.
- Proficient knowledge of:
 - Fundamental principles and practices of purchase orders, bidding process, pricing, quotes and contracts.
 - Basic arithmetic, algebra and statistics including add, subtract, multiply, divide, interest, decimals and percentages.
 - Accounts payable process.
 - Grammar, punctuation, and spelling.
 - General office procedures.
 - General ledger account numbers
 - Reception, telephone etiquette and customer services.
 - Following written and oral instructions.
 - Operating standard office equipment.
 - Providing information and assistance to office staff, visitors, and callers.
 - Gathering/compiling/analyzing data and maintaining complex records.
 - Establishing and maintaining effective working relationships with staff, other county departmental staff, and the public.

EDUCATION AND/OR EXPERIENCE

Any combination of experience or training may be substituted on a year for year basis.

- Requires High School diploma or equivalent.
- Demonstrated proficiency in the use of MS Word and Excel.
- Requires three years full time administrative support, bookkeeping experience, or related work in an office environment.

Other Qualifications, Certificates, Licenses, Registrations

- Class C driver's license.
- Notary Public may be required.

OTHER REQUIREMENTS

Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Employee must have the ability to work well with others. Employee must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Requested accommodations to work hours and schedules are considered on an individual basis.

GUIDELINES

The Clerk must use judgment in selecting the appropriate guidelines and procedures for application to specific cases. This position must have a strong work ethic. The Clerk must follow directions, meet deadlines, have good attendance, be punctual, follow through on tasks, demonstrate safety, be reliable, and have a proper attitude. The employee must make sound, accurate and timely decisions while taking appropriate risks. The employee must be an adaptable self-starter.

EMOTIONAL DEMANDS

This position must handle a stress level of dealing with contacts within the general public and Guadalupe County Departments. The Clerk meets with contacts in a structured setting at Guadalupe County facilities. The contacts are

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generally cooperative; however this position must obtain, clarify or give facts to county employees and members of the outside public.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this position, the employee is required to walk, sit, stand, bend and stoop. May be required to lift, carry or push/pull supplies, materials, equipment and/or items weighting up to 25 pounds. Work is primarily conducted indoors. The noise level in the work environment is usually moderate. Staff work is normally reviewed and deadlines are to be met. It is left up to the staff to determine the method in which they complete their work.

While performing the duties of this job, the employee is regularly required to:

- Use of his/her hands and fingers to handle or feel.
- Reach with hands and arms.
- Talk.
- Hear.
- Occasionally stand, walk, kneel or stoop.
- Occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.
- Sit.

While performing the duties of this job, the employee regularly works in a regular office setting. The work involves everyday risks or discomforts requiring normal safety precautions typical of offices, meeting rooms, or vehicles. The work area is adequately lighted, heated, and ventilated.

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities of perform the essential functions.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned.

COMMENTS

Guadalupe County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

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**JOB DESCRIPTION FOR POSITION:
610- Purchasing Clerk**

NOTICE:

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Regular attendance is required in this job.

All employment with Guadalupe County shall be considered “at will” employment. No contract of employment shall exist between any individual and Guadalupe County for any duration, either specified or unspecified.

I have reviewed this job description and find it to be an accurate description of the demands of the job.

Signature of Employee

Date

This signed original will be placed in employee’s Personnel File.