

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: PURCHASING CLERK

TITLE #: 1503

DISTINGUISHING FEATURES OF THE CLASS: The work involves important record keeping for the requisitioning and purchasing of materials and supplies. The work is carried out in accordance with established office and purchasing procedures. Work further entails the expediting of purchases and coordinating a working relationship with vendors. Supervision may be exercised over subordinate clerical personnel and/or student aides. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares requisitions for materials and supplies;

Furnishes and obtains information from sales representative regarding supplies and materials;

Maintains files of incoming circulars, correspondence and catalogs;

Issues and records purchase orders and follow up deliveries;

Answers all telephone inquiries regarding issued purchase orders, such as expected delivery dates, price changes, freight charges, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to get along with others; ability to follow moderately complex oral and written directions; clerical aptitude; good judgment; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and three (3) years of office clerical experience, one (1) of which shall have involved purchasing functions.

JURISDICTIONAL CLASS: Competitive when full-time, Non-Competitive when part-time

REVISED:11/25/19 AT