

**PURCHASING CLERK II**

**JOB SUMMARY**

Under direction of an assigned supervisor, perform a variety of complex fiscal clerical duties related to the processing and maintaining accounts payable in purchasing. Audit invoices and receipts, resolving discrepancies. Communicate utilizing tact and diplomacy.

**TYPICAL DUTIES**

In accordance with district policy and state regulations, audit invoices and receipts against all district purchase orders and upon resolving any discrepancies with vendors, approve and process for payment. Initiate contact with suppliers for order status reports. Work closely with all departments and schools in providing order status information and statistical data relative to payment (or non-payment) of invoices which result in the charging and crediting of district funds. Make all necessary corrections and adjustments and generate both oral and written communication relative to these functions. Operate a variety of office machines and equipment such as calculator, typewriter, copier, computer terminal and/or microcomputer and related software. Assist in making routine supply purchases. Perform other related duties as assigned.

**JOB REQUIREMENTS**

Any combination of education, training, and/or experience which demonstrate ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent including, or supplemented by, at least two years of complex clerical experience involving financial or statistical record keeping experience in a purchasing office.

**Knowledge of:**

Purchasing practices and procedures. State regulations governing public purchasing procedures. Record keeping systems and document processing. Basic bookkeeping procedures. Office procedures, including filing techniques, document processing/retrieval, telephone techniques. A variety of software programs while utilizing a computer terminal or microcomputer to perform job responsibilities.

**Ability to:**

Type at a corrected speed of 45 wpm. Perform arithmetical computations related to the purchasing process with speed and accuracy. Use calculator, computer terminal, and computer printer. Work under pressure to meet deadlines. Work cooperatively with coworkers, district staff and the public. Learn complex record keeping and filing systems. Maintain, organize, and retrieve purchasing information and statistical data.

**LICENSE**

Must possess a valid California driver's license and the ability to maintain qualification for district vehicle insurance coverage.

**PHYSICAL ABILITY**

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. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and taste or smell. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must be able to perform the duties of a rigorous work schedule which includes lifting, loading, and unloading, and pass a physical examination and drug screen certifying this ability.

**WORKING  
CONDITIONS**

Lifting, pushing/pulling moderately heavy and/or bulky items. Exposure to loud noises. Extended periods of sitting, walking, and standing.