

## PURCHASING CLERK II

### DEFINITION

Under general supervision performs a variety of clerical duties concerning the procurement and purchase of food, office supplies and equipment. Receives requisitions and processes requisition purchase orders and other related purchase documents. Performs other related or assigned duties as required.

### ESSENTIAL DUTIES

Perform clerical functions pertaining to the purchase of food, office supplies and equipment including receiving requisitions and receiving orders for completion and authorization. Verify purchase orders and transmit orders for requisition and purchase of food, office supplies and equipment. Develop purchase orders and transmit orders to vendors. Prepare requisitions for purchase of specific items from vendors. Cooperate with vendors in the procurement process. Receive and report on requisitions. Verify requisitions and purchase orders. Verify clerical functions related to the procurement process and general purchase functions. Prepare and maintain records and apply and coordinate the implementation of the Director's financial record. Perform a variety of clerical functions including verifying requisitions and maintaining records and maintaining records of requisitions and purchase orders.

### QUALIFICATIONS

**Knowledge of:** Methods and techniques pertaining to procurement functions of cooperative purchase operations for education and/or recreation. Good understanding of the organization and its operations.

**Ability to:** Learn and understand and apply the Director's policy pertaining to the purchase functions. Be able to communicate and coordinate effectively. Operate cooperatively and appropriately of the organization. Communicate effectively in oral and written form. Understand and follow oral and written directions. Be able to work in cooperation with others in relation to the

Unions and District  
**PURCHASING CLERK II**  
Position

**PHYSICAL DEMANDS**

The physical requirements indicated here are representative of the physical aspects of the position performed in carrying out the essential functions.

✓ Frequency exertion of force or force carrying posture or exertion of force

✓ Frequency of exertion or force exerted for extended period of time ✓ Frequency of exertion or force required to extend cooperation needed to be considered