

## PERRIS UNION HIGH SCHOOL DISTRICT

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Board Approved: August 19, 2015

Salary Schedule: 20, Row: 19

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

### **JOB TITLE: PURCHASING CLERK**

**JOB PURPOSE STATEMENT:** Under general supervision of the Purchasing Agent, will assist in the procurement and purchase of goods, materials, supplies and equipment in assigned commodity areas; to perform responsible and technical clerical functions pertaining to a purchasing operational process; and to do other job related work as may be required.

### **JOB FUNCTIONS:**

- Perform a wide variety of responsible clerical work (e.g., word processing, data entry, typing, proofreading, filing, recording, answering telephones, etc.) requiring accuracy and speed.
- Receive, review, analyze, and schedule inter-district task requests for completeness of data and for proper authorization, using telephone or through personal contact
- Communicate with District personnel and vendors in regard to processing of orders and payment
- May create Purchase Orders and Requisitions for sites and departments
- Ensures all purchase orders and requisitions are timely and accurately processed
- Types statistical reports, statements and similar technical materials following standard forms, procedures, or policies
- Expedite and follow-up on late or non-delivered items
- Assist in the tracking of all claims related to purchase orders, contracts or archives
- Keeps accurate and timely account of all archival records both on and off site
- Provide high levels of customer service and problem solving skills to both internal and external customers.
- Verifies accuracy of computer generated reports, adjust/correct information as needed
- Ability to use various district financial system software and other vendor software systems
- Assist the Business Department with the annual audit

## JOB TITLE: **PURCHASING CLERK**

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### JOB FUNCTIONS continued:

- Arrange the return or exchange of damaged or defective goods
- Provide information on product source and availability
- Resolve incorrect shipments and overdue orders
- May assist accounting in verifying account codes and resolving problems with invoices for items purchased
- Provide information pertaining to purchase procedures, operational guidelines, District policies and regulations to District staff and administration
- Monitor and update the District's non-capital asset inventory
- Create and submit budget transfers and maintenance work orders
- Create, maintain, and provide task list for Delivery Driver on a daily basis
- Obtain quotes and proposals for goods and services for school sites and departments
- Reconcile and prepare various invoices for payment
- Monitor supply levels and determine when to reorder to maintain proper inventory levels
- May provide mail and delivery services.
- May assist with bid preparation, openings, and contracts
- Obtain and provide financial data for County Office and District departments as assigned
- Assist in formal and informal training to other employees regarding purchasing procedures and systems.
- Ability to achieve proficiency with SACS funding
- General knowledge of Education Code, Government Code, Public Contract Code, and Board Policy
- Establish and maintain a variety of record keeping systems and to prepare a variety of reports.
- Participate in District in-service training as required
- Perform other job related duties as assigned

### PHYSICAL ABILITIES:

- Physical ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Performs a variety of clerical duties as assigned including typing, filing running copies, distributing mail, answering telephones, taking messages, etc
- Able to conduct verbal conversation in English
- Able to hear normal range verbal conversation (approximately 60 decibels)

## **JOB TITLE: PURCHASING CLERK**

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### **PHYSICAL ABILITIES continued:**

- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator, computer keyboard, typewriter at the required speed and accuracy
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### **JOB QUALIFICATIONS:**

#### **Education:**

- High School Diploma or General Education Diploma

#### **Experience:**

- Three (3) years of increasingly responsible experience in financial record-keeping or purchasing preferably within a school district or experience that could likely provide the desired knowledge and abilities may be considered

#### **Licenses, Certifications, Bonding, and/or Testing:**

- Official dated certificate validating a typing speed of not less than 45 corrected words per minute (not valid if older than one year prior to date of application)
- Computer skills to effectively perform the job functions
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

Membership in CSEA or payment of an equal service fee is a condition of employment.