

PURCHASING ASSISTANTDEFINITION

Under direct supervision, performs a combination of office/clerical and accounting duties in support of daily general operations for the Purchasing Division.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Opens, sorts and distributes mail. Assists public in person or by telephone by furnishing information, resolving or referring complaints and conducting other transactions such as receipt of bid packages. Maintains filing systems; orders and maintains stock levels of supplies; prepares requisitions; types and uses personal computer; proofreads from rough drafts or information assembled from various sources, including bid results and quotes. Verifies invoices with supporting documents; posts entries from such documents and processes for payment. Runs computer reports; operates office equipment including 10-key calculators and copy machines. Performs data entry in a relief capacity and routine accounting work to assist in regular account maintenance. Performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is a combination of experienced-level clerical and (entry-level) purchasing class. Incumbents work without close supervision and within a framework of established policies and procedures. They perform clerical work of varied degree of complexity, oversee assigned vendor accounts, and participate in the accounts payable payment cycle. May perform support functions such as verification of quotes on bid results. Performance expectations include the ability to work effectively with other employees, adjust quickly to assignment changes and use of initiative and sound judgement in the daily performance of duties.

RECOMMENDED MINIMUM QUALIFICATIONS

Three years of experience performing varied office/clerical work, or any equivalent combination of education and experience which provides the following knowledge, skills and abilities:

Desirable Knowledge, Skills And Abilities

Knowledge of: basic purchasing concepts, modern office practices and procedures, business English and arithmetic.

Skill in: sorting, filing, operation of personal computers, typewriters, 10-key calculators and other office equipment. Use of Microsoft Word, Excel and Access.

Ability to: type at a corrected rate of 20 words per minute from clear copy; understand and follow oral and written instructions; maintain files; verify information and make arithmetic computations rapidly and accurately; use correct grammar and spelling; maintain a positive disposition when dealing with the public, either in person or over the telephone; establish and maintain effective working relationships with other employees.

DESIRABLE CHARACTERISTICS

Successful performers are organized, detail-oriented, fast learners who can work independently and with minimum instruction. They prioritize assignments quickly and adapt well to changing circumstances. These motivated individuals are courteous and helpful with the public and can establish and cooperative relationships with all staff levels, the public and vendors.

Class title established per Council Resolution No. 99-023,
effective 7-1-99

ADA Approved: 10/99