



Job Description

TITLE:	Purchasing Clerk II	JOB CODE:	4265
DEPARTMENT:	Central Purchasing	FLSA:	Non-Exempt
PREPARED:	November 2005	UPDATED:	August 31, 2020

Summary: Under general supervision, performs general office and clerical duties for the Central Purchasing office; receives callers at department and directs them to the appropriate person; answers incoming telephones and provides assistance to County departments, vendors, and the general public; maintains the department's purchase order system; processes purchases orders; maintains and organizes the purchase order file system.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Performs general office and clerical duties for the Central Purchasing office.
- Inputs data into the GEMS system and generates purchase orders.
- Faxes and mails prepared purchase orders to vendors based on priority; makes corrections and adjustments on purchase orders that have been processed, as directed.
- Forwards appropriate copies of the purchase requisitions and completed purchase orders to the Accounting department for payment and department for receiving purposes.
- Administers the San Juan County P-Card Program (orders cards/cancels; maintains p-card information spreadsheets; performs p-card trainings for new card holders; performs spot audits of p-card purchases to ensure proper usage).
- Prepares travel request and reimbursement vouchers for Central Purchasing personnel.
- Assists with various bid duties
- Assists Central Purchasing personnel with p-card reconciliations and ensures their timely arrival to the Finance Department.
- Maintains the vendor application database.
- Receives callers at the department, determines nature of business, and direct them to the appropriate person.
- Answers incoming telephone calls, takes messages, transfers calls, and provides basic purchasing information and assistance to County departments, vendors, and the general public.
- Receives and distributes incoming mail; prepares and sends outgoing mail.
- Prepares and issues memorandums, letters and other correspondence, as needed, using computer terminal and typewriter; makes copies of correspondence or other printed material.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of purchasing guidelines and procedures.
- Knowledge of basic accounting and bookkeeping procedures.
- Knowledge of administrative procedures, methods and practices.
- Knowledge of customer service principles, practices and techniques.

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Purchasing Clerk

- Knowledge of County policies and procedures.
- Knowledge of business math.
- Skill in processing detailed information accurately.
- Skill in following oral and written instructions and procedures.
- Skill in establishing and maintaining effective working relationships with County staff and the general public.
- Skill in communicating effectively.
- Skill in the use of a personal computer and standard business software.
- Skill in typing with accuracy.

Education and Experience

- High School Diploma or GED equivalent and two (2) years of office clerical experience.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

Employee:	_____	Date:	_____
Supervisor	_____	Date:	_____
Department Head:	_____	Date:	_____