

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: PURCHASING ASSISTANT I**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of clerical duties related to the purchasing of supplies, equipment and materials for the District; type a variety of materials such as purchase orders, correspondence, memoranda and reports; duplicate, distribute and file purchase orders and quotations.

#### **DISTINGUISHING CHARACTERISTICS:**

The Purchasing Assistant I classification is responsible for performing a variety of clerical duties related to the purchasing of supplies, equipment and materials. The Purchasing Assistant II classification is responsible for performing a variety of more complex clerical work related to the purchasing of supplies, equipment and materials for the District and provides direct assistance to Buyers.

#### **ESSENTIAL FUNCTIONS:**

Perform a variety of clerical duties related to the purchasing of supplies, equipment and materials for the District; type a variety of materials such as purchase orders, correspondence, memoranda and reports; duplicate, distribute and file purchase orders and quotations.

Receive and process authorized purchase requisitions for materials, equipment and supplies; inspect orders for accuracy and completeness regarding correct cost calculations and budget approval; maintain accurate transaction reports.

Receive District-wide requests for repairs of copiers and related equipment.

Answer telephones, take messages and provide information related to purchasing activities, procedures and other information as requested; direct calls to appropriate personnel.

Prepare and maintain a variety records and files related to the District purchasing function including vendor files, inventory, purchase orders and requisitions.

Communicate with other departments, vendors and staff to exchange information and coordinate activities; follow up with departments to verify information and receipt of orders.

Operate a computer and assigned software; operate standard office equipment as assigned; drive a vehicle to conduct work.

Receive, sort and distribute department mail.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Basic inventory methods and procedures.  
Modern office practices, procedures and equipment.  
Record-keeping techniques.  
Operation of a computer and assigned software.  
Interpersonal skills using tact, patience and courtesy.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Basic math.

**ABILITY TO:**

Perform a variety of clerical duties related to the purchasing of supplies, equipment and materials for the District.  
Learn purchasing policies, practices and terminology.  
Receive and process purchase requisitions.  
Add, subtract, multiply and divide quickly and accurately.  
Prepare and maintain a variety of records and files.  
Operate a variety of office equipment including a computer and assigned software.  
Type at a minimum of 35 words per minute from clear copy.  
Understand and follow oral and written instructions.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Meet schedules and time lines.  
Maintain consistent, punctual and regular attendance.  
Move hands and fingers to operate a computer keyboard.  
Hear and speak to exchange information in person and on the telephone.  
Sit for extended periods of time.  
See to read a variety of materials.  
Bend at the waist, kneel or crouch to file materials.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: graduation from high school and two years of general clerical experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office and warehouse environment.

Driving a vehicle to conduct work.