

PRINCIPAL PURCHASING CLERK-TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This is specialized clerical work of a difficult nature in the purchasing area. The position is comparable to the Principal Purchasing Clerk except for additional duties requiring a skilled typist. The work is performed under the general supervision of a purchasing agent, supervisor of purchasing or other administrator charged with the responsibility for purchasing for the jurisdiction or agency. Work direction may be exercised over a small number of employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews requisitions and purchase orders for completeness and accuracy;
Maintains bid lists;
Answers general questions from prospective vendors on information appearing in bids;
Receives purchasing office mail and independently answers routine correspondence;
Purchases standard office supplies, furniture and equipment;
Maintains inventory and purchasing records and data;
Types from copy, drafts and source data;
Prepares periodic and annual reports;
Assists in preparing for and scheduling public bidding;
Assists in recording and analyzing bids and in preparing recommendations for procurement;
May direct the work of clerical assistants;
May design and format a variety of purchasing-related documents and forms using computer software such as word processing, spreadsheets, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; working knowledge of clerical practices, procedures and terminology of purchasing used in a public agency; ability to type at the rate of forty (40) words per minute*; ability to work independently within the scope of general direction; ability to prepare correspondence, data, reports and other materials from general instructions; ability to understand and carry out complex oral and written instructions; ability to use computer software, especially as it pertains to the clerical process of purchasing in a municipal setting*.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and four (4) years of clerical experience; one (1) year of which must have been in a responsible or supervisory capacity and one (1) year of which must have been in a purchasing office or setting or in support of a purchasing function.

NOTES:

1. Academic, technical, or vocational training or clerical experience may be substituted for schooling on a year-for-year basis.
2. An Associate's degree or higher may be substituted for two (2) years of the required general experience.
3. A Bachelor's degree or higher in Accounting, Finance, Business, Public Administration or comparable curriculum may be deemed fully qualifying.

*To be demonstrated during the probationary period.