

## SENIOR PURCHASE CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Purchasing Agent, the incumbent of this position supervises and assists with the compilation of information and records used to prepare purchase orders for procurement of equipment, supplies and other services utilized by a school district. The incumbent is involved with planning and organizing the clerical work associated with the processing of bids and purchase orders for equipment, supplies and services used by a school district. This position is distinguished from a Purchase Clerk in that the work of this position involves a greater amount of independent judgment and complexity than a Purchase Clerk. In addition, incumbents of this position exercise a greater degree of initiative in the application of prescribed methods and procedures where policies have already been established. Supervision is a responsibility of this position. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Supervises and assists with the compilation of budget requests from various schools within the district;

Supervises and assists in the preparation, processing and photocopying of specifications for all supplies, equipment and services;

Supervises the maintenance of a directory of vendors;

Arranges for advertising for articles to be purchased through bid process;

Supervises and assists in the tabulation of bids received and summarizes information per bid specification(s);

Determines lowest bidder and recommends awarding of bid to same;

Discusses questions as to awarding bids with superior;

Supervises and assists with typing and/or word processing of purchase orders;

Maintains liaison with contractors or sellers in their dealings with purchase office;

Prices and orders textbooks;

May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the fundamentals of modern office practices, procedures and equipment; thorough knowledge of the mechanics of purchasing; good knowledge of the operations of a school district; ability to comprehend and carry out complex oral and written instructions; ability to supervise the work of others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; initiative; resourcefulness; tact; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: a) three years of clerical experience, two years of which must have involved typing and/or word processing and clerical procedures related to purchasing, requisitioning and/or bidding activities; or (b) completion of a post high school secretarial or business school course or 60 college credits and two years of specialized experience as specified above; or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:  
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.