



**Cayuga County Department of Human Resources  
and Civil Service Commission**

**JOB SPECIFICATION**

Civil Service Title: **PURCHASING CLERK**  
Jurisdictional Class: Competitive  
Civil Division: Schools  
Adoption: CSM 3/13/19  
Revised: CSM

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**DISTINGUISHING FEATURES OF THE CLASS:**

This is a key position in the Business Department of a School District that is focused on the processing of purchase requests from all school departments. The Purchasing Clerk will answer questions and resolve any purchasing related problems that may occur. An employee in this class works under the direct supervision of the Assistant Superintendent for Business. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Answers pre-requisition questions by departments to facilitate purchase requests;  
Receives purchase requisitions, checks quantities, addresses, etc., and contacts departments to obtain missing information, verify or correct problems, enters information into a computer to produce a purchase order and to encumber amount of purchase;  
Acts as receptionist for sales representatives and visitors to department;  
Receives incoming telephone calls and routes them to proper personnel, answers queries or solves problems when possible;  
Contacts vendors by telephone regarding late deliveries to ascertain delay and obtain information for expected delivery dates, status of orders, etc.  
Processes and files purchase orders, requisitions and all other Purchasing Department documents and correspondence;  
Directs vendor statements and invoices to the appropriate user department for processing;  
Maintains and monitors a budget by reconciling at least monthly, reports to the Business Administrator on departmental spending and alerts the Business Administrator of potential account overdrafts;  
Performs Accounts Payable duties including but not limited to: preparing claims for office checks, preparing office and warrant checks, and preparing the monthly warrant;  
Processes teacher conference registration;  
Prepares outgoing mail for delivery, routes incoming mail to appropriate employee, receives and signs for deliveries;  
Relieves or fills in for other office staff as needed;  
Maintains a filing system for tracking Purchase Orders, bids and written quotes;  
Performs purchasing research under the direction of the Business Administrator;  
Fills out small, routine, or state bid purchase requisitions and State Aide paperwork as necessary;  
Types all departmental correspondence, memos, reports, drafts and types vendor problem correspondence;  
Maintains vendor selection files and bid lists;  
Operates calculator, typewriter, computer and other office machines;  
Assists the Business Administrator with year-end budget transfers;  
Assists the Business Administrator with the preparation of the annual budget.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Working knowledge of modern methods of keeping and checking financial accounts and records;  
Working knowledge of office terminology, procedures and equipment;  
Working knowledge of business arithmetic and English;  
Ability to type accurately at an acceptable rate of speed;

Ability to understand and follow oral and written instructions;  
Ability to make arithmetic computations rapidly and accurately;  
Ability to get along well with others;  
Clerical aptitude and accuracy are required;  
The employee's physical condition shall be commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

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**EITHER:**

- (a) Possession of at least 60 college credit hours from a regionally accredited or New York State registered college or university; **OR**
- (b) Graduation from high school or possession of a high school equivalency diploma **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) clerical experience; **OR**
- (c) Four years of full-time paid (or the equivalent part-time and/or volunteer) clerical experience; **OR**
- (d) Any combination of training and experience equal to or greater than that specified in (a), (b) or (c) above.

**NOTE:** Four credit hours in accounting at a regionally accredited or New York State registered college or university may be substituted for one year of experience in (b) or (c) above.