

## **Job Description: DEPUTY CLERK I - PURCHASING**

**CLASS NO.** 1204

**EEOC CATEGORY:** Office and Clerical

**PAY GROUP:** 10

**FLSA:** Nonexempt

### **SUMMARY OF POSITION**

Assists County Auditor with various clerical duties related to county purchases and requisitions. Duties include obtaining price quotes, preparing claim invoices for payment, issuing purchase orders, maintaining files and inventory records, and answering the telephone and taking messages as necessary.

### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: County Auditor
2. Directs: This is a non-supervisory position; however, may oversee activities of part-time clerks.
3. Other: Has daily contact with county employees, private vendors, and the general public.

### **EXAMPLES OF WORK**

#### Essential Duties\*

Prepares county purchase requisition requests, including obtaining price quotes and Auditor's approval, ordering required items, and maintaining invoice and purchase order records for payment;

Types purchase orders and requisitions;

Prepares invoices for payment, including verifying accuracy of invoices, purchase orders, or requisitions, preparing claim forms and envelopes, assigning vendor numbers to claims, making copies of claims for file, and forwarding for Auditor's approval;

Maintains files and records for bids, accounts payable , etc.;

Maintains office supply inventory, compiles price quotes on needed items, and orders supplies as necessary;

Answers telephone, maintains telephone log, takes messages, and directs callers as appropriate;

Researches past-due invoices or other missing paperwork;

Performs biannual county office inventory and updates computer inventory files as necessary;

Performs monthly journal entries for purchases; and

\*for the purpose of compliance with the Americans with Disabilities Act (ADA)  
This job description does not take into account potential reasonable accommodations.  
8/2012

**CLASS NO. 1204 (Continued)**

Oversees copy and fax machine use, including maintaining usage records and collecting fees for use.

Other Important Duties\*

Assists other county departments in preparing various permits, claims, etc.;

Prepares return packages; and

Performs such other related duties as may be assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* generally accepted accounting principles and practices; current office practices and procedures; and computerized accounting and inventory systems.

*Skill/Ability to:* operate standard office equipment including typewriter, adding machine, computer, copy and fax machines, and telephone; perform arithmetic calculations quickly and accurately; prepare accurate purchase orders and requisitions; process claims quickly and accurately; prepare accurate purchase orders and requisitions; process claims quickly and accurately; maintain accurate requisition, purchase, and claim records; and establish and maintain effective working relationships with co-workers and other county employees.

**ACCEPTABLE TRAINING AND EXPERIENCE**

High school graduation, or its equivalent, plus at least one year of experience in accounting or purchasing;

*or* any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.