

NOTICE OF UPCOMING JOB VACANCY

TITLE: Purchasing Clerk

DEPARTMENT: Purchasing

NUMBER OF VACANCIES: One (1) Provisional/Open Competitive

PAY RANGE: Grade 12 \$33,246/yr to \$47,593/yr. (\$18.27 to \$26.15/hr)
(With longevity increments when applicable)

ELIGIBILITY: All City Employees and outside applicants who meet minimum qualifications

DISTINGUISHING FEATURES OF THE CLASS: This is specialized clerical work in a purchasing department or division in a municipality. The work involves various tasks and responsibility for assisting in the ordering and purchasing of supplies/services. Work is performed in accordance with established procedures as outlined by a superior permitting some leeway in carrying out the details of the work. Supervision may be exercised over subordinate level clerical employees. The Purchasing Clerk performs related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern office terminology, computer equipment, methods and procedures; Working knowledge of modern purchasing practices and business conditions; Ability to deal with vendors and ordering supplies and material; Ability to follow oral and written directions; Ability to make difficult arithmetic computations; Skill in data entry and working knowledge of computer systems; Resourcefulness in dealing with vendors; Tact and courtesy; Integrity.

MINIMUM QUALIFICATIONS: EITHER

(A) Graduation from high school or possession of a high school equivalency diploma, and two (2) years of clerical experience assisting in purchasing activities of a moderately large-scale establishment for a wide variety of equipment and supplies, including or supplemented by one year of education or experience in data entry;

OR

(B) An equivalent combination of training and experience as defined in (A)

Note: Additional education beyond high school may be substituted for clerical experience on a year-for-year basis up to one year only; Additional appropriate experience beyond two (2) years can be substituted for high school on a year-for-year basis.