

**PURCHASING CLERK - TOMPKINS COUNTY**

**TOMPKINS COUNTY**

**Department** Purch. & Central Services  
**Classification** Competitive  
**Labor Grade** H(8)  
**Approved** Bd. Res. 256 9/16/87  
**Revised** 5/12/91, 11/98  
**By** HH, Commissioner of Personnel

**DISTINGUISHING FEATURES OF THE CLASS:**

This is a key clerical position in the Purchasing Department focused on the processing of purchase requests from all County departments. The position is generally supervised by the Director of Finance with wide latitude for independent action based on generally recognized procedures. Performs other related duties as requested.

**TYPICAL WORK ACTIVITIES:**

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 phone calls and routes 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.  
Files purchase orders, requisitions and all other Purchasing Departments documents and correspondence;  
Directs vendor statements and invoices to the appropriate user department for processing;  
Maintains and monitors Purchasing departmental budget, alerts director on potential account overdrafts, completes paperwork necessary to amend department budget;  
Prepares outgoing mail for delivery, routes incoming mail to appropriate employee, receives and signs for deliveries for department;  
Maintains a filing system for tracking Purchase Orders, bids and written quotes;  
Performs purchasing research and written quotes under the direction of the buyer;  
Fills other small, routine, or state bid purchase requisitions;  
Maintains vendor selection files and bid lists;  
Inputs departmental office supply orders and approves user department orders through on-line ordering system;  
Prepares departmental time cards to send to payroll;  
Assists with County fixed asset database;  
Operates calculator, computer and other office machines.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND 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 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;  
Accuracy;  
The employee's physical condition shall be commensurate with the demands of the position.

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**PURCHASING CLERK - TOMPKINS COUNTY (CONTINUED)**

**MINIMUM QUALIFICATIONS: EITHER:**

Ability to type accurately at an acceptable rate of speed; **AND EITHER:**

- (a) Graduation from high school or possession of a high school equivalency diploma **AND** two year of full-time paid (or the equivalent part-time and/or volunteer) clerical experience; **OR**
- (b) Four years of full-time paid (or the equivalent part-time and/or volunteer) clerical experience; **OR**
- (c) Any equivalent combination of training and experience as described in (a) and (b) 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.