

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: PURCHASING ASSISTANT I

RANGE: 11

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide support related to purchasing activities, including research of product information, tracking orders, and maintaining files.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide support related to purchasing activities; research purchase requests and product information through the Internet and various catalogs; and obtain quotes and pricing information.

Assist in the typing, printing and filing of purchase orders, payment requisitions and other related documents; assist with the maintenance of purchasing records.

Assist with verification of receipt of orders; communicate with vendors to obtain order status regarding purchase orders as needed.

Type a wide variety of materials such as purchase orders, reports, correspondence, and other purchasing forms and materials; maintain records and files; input data into spreadsheets as directed; attach copy of fixed asset forms to file of purchase orders as appropriate.

Assist in the documentation of receipt of requisitions and purchase orders.

Order supplies from the warehouse as needed; keep office supplies stocked and orderly.

Operate a variety of office equipment including a calculator, copier, fax machine and a computer and assigned software.

Communicate with teachers and a variety of departments.

Answer phones and provide information and assistance to callers as needed.

OTHER DUTIES:

Perform shipping and receiving warehouse duties as necessary.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Current office practices, procedures and equipment.

Correct English usage, grammar, spelling, punctuation and vocabulary.

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Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Telephone and email techniques and etiquette.
Operation of a computer and assigned software.
Basic math.

ABILITY TO:

Learn and apply policies, practices and terminology used in purchasing functions.
Operate a variety of office equipment including a computer and assigned software.
Perform a variety of clerical support duties such as typing, duplicating, filing and maintaining records.
Learn local vendors and sources of supply.
Add, subtract, multiply and divide quickly and accurately.
Understand and follow oral and written directions.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Prepare reports related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of clerical experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Seeing to read a variety of materials.
Hearing and speaking to exchange information in person or on the telephone.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting for extended periods of time.
Bending at the waist, kneeling or crouching to file materials.
Lifting, carrying, pushing or pulling moderately heavy objects.