

PURCHASING CLERK
Salary Range: \$19.31 - \$24.48Hr.
40 Hrs./Wk. With Benefits

The Chautauqua County Department of Finance is seeking qualified applicants to fill a Full-time Purchasing Clerk in their Mayville Office.

An employee in this class has the responsibility for assisting supervisory-level purchasing personnel with the process and recordkeeping details involved with centralized purchasing activities. An employee in this class serves as a facilitator of the centralized process with substantial contact with those seeking goods and services through the purchasing function. Primary duties are clerical in nature with some incidental account keeping. The work is performed under general supervision. Does related work as required.

A description of the duties and minimum qualifications is listed below. This position will be filled on a Provisional basis pending the outcome of a future dated examination for this title.

Interested candidates must complete the Chautauqua County Application for Examination or Employment (available on this Website) and send it to:

Chautauqua County Department of Human Resources
Gerace Office Building, Room 144
3 North Erie Street
Mayville, NY 14757
Equal Opportunity Employer

PURCHASING CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is an important operational position involving responsibility for assisting supervisory-level purchasing personnel with the process and recordkeeping details involved with centralized purchasing activities. An employee in this class serves as a facilitator of the centralized process with substantial contact with those seeking goods and services through the purchasing function. Primary duties are clerical in nature with some incidental account keeping. The work is performed under general supervision. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists staff in other agency departments by providing information about purchasing activities and processes;
Answers inquiries and provides updates to customers concerning the status of solicitations, bids, requests for proposals (RFP)/requests for quotes (RFQ), awards and agreements;
Routes documents and information and maintains files and computer databases relating to the purchasing function;
Assists in the preparation of requests for quotes;
Facilitates large group/bulk orders and processes purchases in the accounting system and by the use of credit card transactions;
Assists with bid openings and reconciliation and posting of bid tabulations;
Coordinates with other departments with roles in the purchasing process to give and receive information related to the purchasing process;
Assists with researching best pricing on bids, New York State contracts, cooperatives and piggyback agreements that are available; Posts pricing information on the intranet as assigned;
Compiles information and prepares related reports as required;
May perform auditing for purchase orders, bills, claims and vouchers for accuracy and compliance;
Performs a variety of related clerical duties as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of purchasing policies and practices as required by New York State public organizations; good knowledge of office practices and terminology; good knowledge of business arithmetic and English; ability to prepare bids and specifications for equipment and supplies; ability to maintain records and to prepare reports;

integrity; sound judgment; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Open Competitive - Graduation from high school or possession of a high school equivalency diploma and either:

- A. Possession of 60 semester credit hours from a regionally accredited or New York State registered college or business school and two years of experience that primarily involved large-scale purchasing for a commercial, industrial or governmental enterprise or agency; OR
- B. Four years of experience as listed in "A" above; OR
- C. An equivalent combination of education and experience as defined by (A) and (B), with one year of experience equivalent to 30 semester credit hours.