



# CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

## Job Class Description

<b><u>PURCHASING ASSISTANT I</u></b>			
<b>DEPARTMENT/SITE:</b>	Purchasing Department	<b>SALARY SCHEDULE:</b>	Classified Bargaining Unit
		<b>SALARY RANGE:</b>	19 per 2023-2024 Schedule
		<b>WORK YEAR:</b>	12 Months (260 Days)
<b>REPORTS TO:</b>	Director of Purchasing and Logistics	<b>FLSA:</b>	Non-Exempt

**BASIC FUNCTION:**

Perform a variety of clerical duties in the review and processing of purchase orders, requisitions, and various other purchasing forms and documents; maintain related records and files. The incumbents in this classification assist in supporting students by ensuring order accuracy and processing payments for the necessary supplies, equipment, and services which directly supports student learning.

**DISTINGUISHING CHARACTERISTICS:**

The **Purchasing Assistant I** classification is the entry-level position in the series. Incumbents work under close supervision and perform a variety of clerical duties in the review and processing of purchase orders, requisitions, and various other purchasing forms and documents. The **Purchasing Assistant** classification is the more experienced-level position in the series. Incumbents work under general supervision and perform complex clerical accounting duties involved in the processing of accounts payable.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

Perform a variety of clerical duties in support of purchasing operations; process and verify accuracy of various purchasing and related warehouse forms, documents, and transactions; review transactions for errors and make appropriate corrections and adjustments.

Receive, review, and process purchase orders and requisitions; prepare, code, and distribute purchase orders; review and inspect orders to ensure accuracy, completeness, and proper cost calculations, addresses, and vendor and product information; obtain correct information as needed.

Process prepaid orders and special-order requisitions; verify accuracy of product and quantity; maintain contact with staff to resolve purchase order and requisition issues, discrepancies, and problems; prepare and issue warrants for prepaid orders; follow up on purchase orders as needed.

Compile information and maintain various records, logs, and files related to purchase orders, requisitions, inventory, and assigned duties.

Process store receipts, reimbursements, and warehouse stock requisitions; match invoices and packing slips to appropriate purchase orders.

Input and update purchase order, requisition, and other purchasing data in an assigned computer system; maintain automated records; generate purchase orders and other computerized documents.

Perform various clerical duties in support of purchasing activities; initiate, receive, and route phone calls; take, retrieve, and relay messages; greet and assist visitors; receive, sort, and distribute mail.

Communicate with District personnel and various outside agencies to exchange information and resolve issues or concerns; prepare and distribute a variety of correspondence.

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

Calculate, assemble, match, sort, tabulate, review, and post a variety of purchasing data; balance and adjust accounts.

Duplicate and distribute purchase orders and related documents to appropriate vendors and departments.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Basic purchasing practices, procedures, and terminology.
- Use and terminology of requisitions, purchase orders, and other purchasing documents.
- Financial record-keeping techniques.
- Operation of a computer and assigned software.
- Modern office practices, procedures, and equipment.
- Interpersonal skills using tact, patience, and courtesy.
- Data control procedures and data entry operations.
- Oral and written communication skills.
- Telephone techniques and etiquette.
- Mathematical calculations.

**ABILITY TO:**

- Perform a variety of clerical duties in support of purchasing operations.
- Receive, review, verify, and process purchase orders and requisitions.
- Process and record purchasing transactions accurately.
- Utilize a computer to input and process data and generate purchase orders.
- Establish and maintain collaborative and effective working relationships with others.
- Understand and follow oral and written instructions.
- Meet schedules and timelines.
- Keyboard or input data at an acceptable rate of speed and accuracy.
- Operate a computer and assigned software.
- Communicate effectively both orally and in writing.
- Maintain various records, logs, and files.
- Perform mathematical calculations with speed and accuracy.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school and one year of purchasing, clerical accounting, or related experience.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office and warehouse environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials  
Sitting for extended periods of time.  
Bending at the waist, kneeling, or crouching to file and retrieve materials.  
Reaching overhead, above the shoulders, and horizontally.  
Lift and/or move up to 25 pounds.

**HAZARDS:**

Working around and with machinery having moving parts.

**CLEARANCES:**

Criminal Justice Fingerprint / Background  
Tuberculosis  
Pre-placement Physical and Drug Screen

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**JOB CLASS HISTORY**

Approved; 12/91;  
Rev. 9/93; 8/98, New title 10/10 (Ewing)  
2024 Revised (EH&A / MGT Consulting) GB: 06/11/24 PC: 05/23/24