

**CAJON VALLEY UNION SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**CLASS TITLE: PURCHASING ASSISTANT I**

**BASIC FUNCTION:**

Under the direction of an assigned administrator, 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.

**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 II 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.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

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 assure 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.

**OTHER DUTIES:**

Perform related duties as assigned.

**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 cooperative and effective working relationships with others.

Understand and follow oral and written instructions

Meet schedules and time lines.

Type or input data at an acceptable rate of speed.

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 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.