



**Title: Procurement Clerk**

FLSA Status: NON-EXEMPT

**BRIEF DESCRIPTION:**

The purpose of this position is to perform general clerical and administrative support for the assigned department. This is accomplished by providing mail support services to the District; shipping and receiving goods and materials; providing business support services; maintaining records and files; filing; providing customer service; entering and updating information into a computerized system and completing other related clerical assignments as needed.

**ESSENTIAL FUNCTIONS:**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

  

#	Code	Essential Functions	% of Time
1	S	Provides general routine clerical support; processes incoming/outgoing mail; scans/copies documents; maintains records and files; assists with processing documents, including invoices, purchase orders and other records; prepares electronic fund transfers and adjustments of wage forms; performs timekeeping activities and maintains related documents for bargaining unit employees assigned to department.	30%
2	M	Performs shipping/receiving support; receives and counts goods and materials; inspects packages; maintains express shipping account for the District; updates vendor information into computerized system; scans and attaches packing slip/invoices to purchase orders using computerized system.	30%
3	S	Provides business support services; picks up and delivers mail to satellite facilities; sorts and distributes inter-office and external mail and maintains District's post office box accounts; maintains District carpool vehicle keys; maintains District office supply vendor accounts; inventories, stocks and orders beverage supplies, logo apparel, first aid supplies; orders business cards for District.	30%
4	S	Provides clerical support for bid solicitations and Requests for Quotes; maintains prospective bidder list; receives and secures bids; assists with public bid openings; receives and remits bid securities and payments; assists with letters, correspondence, and addendums to prospective bidders and maintains bid document files.	10%



**JOB REQUIREMENTS:**

-Description of Minimum Job Requirements-	
Formal Education	High School Diploma or GED equivalent.
Experience	Minimum one (1) year of clerical or administrative experience.
Supervision	Work requires the occasional direction of helpers, assistants, seasonal employees, interns or temporary workers.
Human Collaboration Skills	Work requires regular interaction involving exchange and receipt of information.
Freedom to Act	The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.
Technical Skills	Basic: Work requires the use of standard technical skills appropriate to the work environment of the organization.
Budget Responsibility	Position has no fiscal responsibility.
Reading	Basic – Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	Basic – Ability to perform the four basic arithmetic operations (addition, subtraction, multiplication, division). Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Writing	Intermediate – Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to the college level. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Possession of a valid California Class C Driver’s License and good driving record is required.

<b>KNOWLEDGE</b>
<ul style="list-style-type: none"> <li>• Record keeping and filing methods and systems</li> <li>• Basic mathematics</li> <li>• Practical application of computers and peripheral equipment</li> <li>• English grammar, punctuation, spelling, and usage</li> <li>• Standard office machine usage</li> <li>• General methods of tactful public communication and customer service practices</li> </ul>



<b>SKILLS</b>
<ul style="list-style-type: none"> <li>• Basic word processing, spreadsheet, database and e-mail software</li> <li>• Specialized software related to functional area</li> </ul>

<b>ABILITIES</b>
<ul style="list-style-type: none"> <li>• Learn, understand and apply District and departmental operating policies, procedures, systems, and methods</li> <li>• Understand and follow verbal and written instructions</li> <li>• Organize information clearly and precisely</li> <li>• Handle all internal/external contacts with courtesy, diplomacy, and tact.</li> <li>• Establish and maintain effective working relationships with employees and external contacts</li> <li>• Effectively deal with difficult people and situations</li> <li>• Prioritize and deal with conflicting workload requirements</li> <li>• Communicate clearly and concisely in English both orally and in writing</li> <li>• Apply customer service skills, representing the District in a positive way while working with the public</li> <li>• Prepare reports related to position</li> <li>• Compose basic business correspondence</li> <li>• Accurately proofread details, noting and detecting errors</li> <li>• Learn to use specialized tools or equipment related to position</li> </ul>

**OVERALL PHYSICAL STRENGTH DEMANDS:**

-Physical strength for this position is indicated below with “X”-				
Sedentary	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.



**PHYSICAL DEMANDS:**

<b>C</b> Continuously <small>2/3 or more of the time.</small>	<b>F</b> Frequently <small>From 1/3 to 2/3 of the time.</small>	<b>O</b> Occasionally <small>Up to 1/3 of the time.</small>	<b>R</b> Rarely <small>Less than 1 hour per week.</small>	<b>N</b> Never <small>Never occurs.</small>
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Observing work site
Sitting	F	Desk work; Driving
Walking	F	To other departments/offices, Mail delivery
Lifting	F	Supplies, Packages
Carrying	F	Supplies; Files, Bulk Mail
Pushing/Pulling	O	Equipment, Machinery
Reaching	O	Supplies
Handling	F	Paperwork
Fine Dexterity	C	Computer keyboard; Telephone keypad
Kneeling	O	Retrieving items from lower shelves/ground
Crouching	N	
Crawling	N	
Bending	O	Retrieving items from lower shelves/ground
Twisting	F	Getting inside vehicle
Climbing	O	Stairs
Balancing	N	
Vision	C	Reading; Computer screen; Driving
Hearing	C	Communicating via telephone/radio, to co-workers/public
Talking	F	Communicating via telephone/radio, to co-workers/public
Foot Controls	F	Driving
Other (specified, if applicable)		

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Telephone, fax machine, copier, mail postage machines, vehicle, pallet jack, hand truck, printer, PC, software related to duties



**ENVIRONMENTAL FACTORS:**

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
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<b>D</b> Daily	<b>W</b> Several Times Per Week	<b>M</b> Several Times Per Month	<b>S</b> Seasonally	<b>N</b> Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (specified, if applicable)	

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	S
Noise and Vibration	N
Wetness/Humidity	S
Physical Hazards	M

**PROTECTIVE EQUIPMENT REQUIRED:** Safety vest

**NON-PHYSICAL DEMANDS:**

<b>F</b> Frequently From 1/3 to 2/3 of the time	<b>O</b> Occasionally Up to 1/3 of the time	<b>R</b> Rarely Less than 1 hour per week	<b>N</b> Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	O
Emergency Situation	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	N
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (specified, if applicable)	

**PRIMARY WORK LOCATION:**

Office Environment	X	Vehicle	X
Warehouse	X	Outdoors	
Shop		Other	
Recreation/Neighborhood Center			

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.