

Lauderdale County-Job Description

County Administration Department-Asst. Purchase Clerk

Purpose of Position

To assist director of purchasing in managing the County's purchasing and accounts payable in a timely manner

Major Duties and Responsibilities

Complete purchasing procedures for the county

- Follow State and central purchasing laws
- Obtain appropriate approval for purchases
- Process routine requisitions from all county departments, including account coding as per guides outlined in State Department of Audit uniform chart of accounts
- Work with department heads, vendors, and sales representatives with regard to the purchase of materials, equipment, etc.
- Develop specifications for items to be reviewed by director of purchasing for advertising
- Data entry of purchasing information
- Work with receiving and inventory clerks to assure that the County receives what is ordered and it is added to inventory.
- Data entry of proper papers for payment processing

Accounts payable for the County

- Match invoices to transactions/ PO's and receiving reports
- List purchase orders to be paid to assure accuracy
- Transfer purchase orders to claims files through use of computer
- Data entry of all county accounts payables to include but not limited to services, utilities, per diem, travel/reimbursement, etc.

Responsible administrative support for the Department

- Type correspondence and reports
- File departmental correspondences
- Answer telephone and direct to appropriate personal
- Retrieve various information for departmental officials

Perform other duties as directed

Job Context

The Assistant Purchasing Clerk is a full-time, permanent position in the County Administration Department. The person in this position is supervised more than once daily. The Assistant Purchasing Clerk works regular hours, year-round, and never works overtime and never at night. The person in this position never works shift work and is never on call. 100% of the work in this position is indoors, and 0% is outdoors. The position has accountability for fiscal budgetary, safety and legal issues related to the work for which this position is responsible. The person in this position takes ownership of task, performance standards, and mistakes.

There is never exposure to chemicals and/or hazardous materials. The Assistant Purchasing Clerk must also have a high school level of education. The stress level associated with this position is average. Physical work required for this position includes typing, walking and standing for long periods of time.

Knowledge, Skills and Abilities

Knowledge:

- General office and filing practices and procedures
- Proper grammar and proper use of English in speaking and writing
- Computerized software, including word processing and spreadsheets
- Mathematical skills, including addition, subtraction, division and multiplication
- General function and operation of municipal government
- Understanding of purchasing processes/workflow
- Knowledge of how to perform one's job

Skills and Abilities:

- Prioritize daily work flow
- Work as a team member with other employees
- Meet specified or required deadlines
- Make decisions within specified time restraints
- Communicate effectively with residents, elected officials, other County employees, etc., both oral and written
- Maintain confidentiality
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Develop, implement, and follow departmental and County procedures
- Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles
- Ability to think analytically and exercise an analytical thinking process
- Ability to conduct, analyze, and understand research
- Attention to detail
- Extends customer service both internally and externally