

**Escondido Union High School District  
Job Description**

**Job Title:** Purchasing Clerk/Travel Advisor  
**Employee Unit:** Classified Bargaining Unit  
**Job Family:** Fiscal & Related Classes  
**FLSA Status:** Nonexempt  
**Salary Level:** 28  
**Approved by:** Board of Education  
**Approved date:** 12/07/2010  
**Revised date:** 01/16/2018

**NATURE OF WORK**

Provides clerical assistance in support of purchasing/warehousing activities; enter contract and other data into computer; process travel requisitions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Enter into the computer a variety of data related to contracts, inventory, property and bids.

May contact vendors and manufacturers representatives.

Receive and process telephone and in-person inquiries and other input from District employees and vendors: provide information and assistance concerning purchasing policies and procedures, prices and other information; interpret policies and procedures to others as necessary.

Assist in maintaining the District's fixed asset records. Prepare reports pertaining to inventory control records.

Expedites pending orders as requested by Director.

Process travel requisitions to arrange conference registrations, hotel accommodations, and airfare; including payment method by purchase order, prepaid check or district credit card.

Train new users in the online requisition process.

Provides receiving assistance to and/or supports Warehouse Technician and/or Warehouse Assistant on an occasional basis.

Assist in the preparation and maintenance of standard purchasing and supply lists. Assist the Warehouse to receive shipments, opening boxes to inspect for physical damage, matching information on packing slips against order documents. May operate forklift to receive shipments on occasion.

Assist the Warehouse to process item returns, completing documentation of returns and ensuring item is properly packaged for shipment.

Provide a variety of clerical duties in the Purchasing and Warehouse offices such as typing, filing, duplicating and maintaining records and files; maintain vendor files.

Compose and prepare correspondence, and complete necessary forms and documentation, related to discrepancies.

Assist the Warehouse in processing District mail.

Perform other duties as assigned.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); two years' general clerical experience and training or experience in Purchasing.

### **KNOWLEDGE OF:**

Basic purchasing policies, practices and terminology; modern office practices, procedures and equipment; record-keeping techniques; office machines, including computer, calculator, typewriter, fax machines, large copiers and postage meter; Microsoft computer applications, including Microsoft Word, Excel, GroupWise; oral and written communication skills; telephone techniques and etiquette; correct English usage, grammar, spelling, punctuation and vocabulary; interpersonal skills using tact, patience and courtesy.

### **ABILITY TO:**

Process and expedite purchase orders and perform other clerical duties in support of the purchasing function; learn and apply policies, practices and terminology used in purchasing supplies and materials for a school district; operate a variety of office equipment including a computer terminal, printer and calculator; perform a variety of clerical support duties such as typing, duplications, filing and record-keeping; add subtract, multiply and divide; calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; understand and follow oral and written directions; establish and maintain cooperative and effective

working relationships with others; meet schedules and time lines; maintain records and prepare reports; communicate effectively both orally and in writing; exchange information in person and on the telephone; read a variety of materials;

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Keyboarding certificate for 40 wpm; valid California Drivers License and good DMV record.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

### **COMMENTS**

The individual assigned to this position must demonstrate an ability and commitment to provide services in a timely fashion and to deal with both employees and vendors cordially and professionally. The individual must be flexible and willing to work in various areas as needed. Employees of the Escondido Union High School District are expected to present a professional appearance at all times while in the work environment.