

**Central Valley School District
Job Description #803**

TITLE **Central Office Secretary - Purchasing**

GENERAL SUMMARY

ESSENTIAL JOB FUNCTIONS

Depending upon the individual assignment, the Central Office Secretary - Purchasing may perform all or a combination of the following:

1. Process purchase orders for mailing.
2. Process credit card statements ensuring proper coding and procedures are followed.
3. Keep current year purchase orders in files, update purchase orders when required, clean out old purchase orders and prepare for storage.
4. Maintain vendor files, update bidder's lists, small works rosters, and catalog database.
5. Update bid and quote files/database as required.
6. Update Purchasing website using current applicable software.
7. Exhibit confidentiality, initiative, creativity and enthusiasm in performing job functions.
8. Perform related duties as required by the Purchasing Agent.

REPORTING RELATIONSHIPS

This position reports to the Purchasing Agent.

MENTAL DEMANDS

Experiences frequent interruptions; required to meet inflexible deadlines; requires concentration and attention to detail; may occasionally deal with upset or difficult individuals.
Minimum amount of social contact, immediate office of four people.

PHYSICAL DEMANDS

Required to sit for prolonged periods; exposed to computer monitor for prolonged periods.

QUALIFICATIONS

1. Type 55 wpm with accuracy.
2. Extensive knowledge of district standard hardware and software.
3. Experience with purchase orders, purchase requisitions, credit card statements and procedures, travel requests, etc.
4. Knowledge of district standard hardware and software, as well as Adobe GoLive.
5. Excellent filing skills.
6. Good organizational and communication skills.
7. Ability to work well independently.
8. Excellent public relations skills.

UNIT AFFILIATION

PSE - Secretarial/Clerical

CONDITIONS

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

CLASSIFICATION HISTORY

Revised 04/95

Revised 03/04