

**OFFICE OF THE CLERK OF CIRCUIT COURT
LAKE COUNTY, FLORIDA
POSITION DESCRIPTION**

JOB TITLE: Purchasing Clerk

SALARY RANGE: \$29,172 - \$54,288

JOB SUMMARY:

Under the general supervision of the Administrative Services Manager, purchases commodities for the Clerk's Office and maintains associated records. This position is classified as non-exempt from the overtime provisions of the Fair Labor Standards Act.

ESSENTIAL DUTIES:

- Coordinates purchasing for the Clerk's Office. Reviews operating practices and procedures and makes recommendations to supervisor regarding improvements.
- Reviews requisitions for completeness, accuracy, authorization, and priority. Contacts vendors for pricing, prepares request for quotes, reviews returned quotes and chooses appropriate vendor considering delivery terms and product quality. Places orders according to established practices.
- Provides assistance and guidance on purchasing procedures to users. Provides training and technical assistance in the use of the Purchasing software application.
- Researches products and vendors.
- Meets with suppliers/vendor representatives to discuss products and/or problems and concerns regarding products previously purchased. Meets with department representatives to discuss needs, concerns, etc., and to formulate specifications and alternatives for items as needed.
- Maintains records associated with purchasing process in accordance with statutory guidelines.
- Maintains computerized vendor database and contract files.
- Performs other duties of a similar nature/level.

MINIMUM QUALIFICATIONS:

- High school diploma or its equivalent (G.E.D).
- Three years of previous purchasing experience.
- Valid Florida driver's license.
- Must be able to type a minimum of 35 correct words per minute.

An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above may be substituted.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Knowledge of governmental purchasing guidelines and procedures.
- Knowledge of basic purchasing practices.
- Knowledge of contract administration.

- Skill in recordkeeping.
- Skill in organizing and prioritizing work.
- Skill in the operation of computer software and hardware sufficient to enter, retrieve, and manipulate data.
- Ability to analyze data and formulate a recommendation.
- Ability to interact professionally and maintain effective working relationships with superiors, coworkers, customers, and others.

PHYSICAL ACTIVITIES:

- Fingering, Talking, Hearing, Repetitive motions.

PHYSICAL REQUIREMENTS:

- Sedentary Work: Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

VISUAL ACUITY:

- The worker is required to have close visual acuity to perform an activity, at distances close to the eyes, such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; and/or using measurement devices.
- The worker is required to have visual acuity to operate motor vehicles (when required).
- The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned.

This position description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This position description has excluded the marginal functions of the position that are incidental to the performance of essential job duties. All duties and responsibilities are essential job functions. Requirements are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, and abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.