

**CLARK COUNTY SCHOOL DISTRICT  
HUMAN RESOURCES DIVISION**

**BUYER'S ASSISTANT**

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Class Code: 3070

Job Family: Business/Finance

Classification: Support Staff

Terms of Employment: Pay Grade 45 on the Support Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

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**POSITION SUMMARY:**

Under direct supervision, the purpose of the position is to provide specialized office support involving routine and moderately complex clerical duties in the purchasing and receiving of commodities and supplies for the school district.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Organizes, processes and maintains purchase order documentation and vendor invoices; assembles and prepares various documents for processing purchase orders.
2. Communicates with Buyers and suppliers to ensure funds are transferred to appropriate purchase orders for processing.
3. Assists with creating bid invitations and request for quotation; reviews and updates bids as directed, contractors and suppliers; processes, prepares purchase orders, change order and re-order reports; reviews information for product procurement.
4. Analyzes various purchasing documentation, reports and statements; verifies accuracy and compliance with school district policy.
5. Establishes, collects, organizes and maintains data pertaining to assigned purchasing tasks and composes departmental reports as requested.
6. Answers telephone inquiries concerning departmental activities and operations; accepts, screens and routes telephone calls; receives, distributes and collects incoming and outgoing mail.
7. Assists with the resolution of minor routine administrative and operational problems.
8. Maintains and updates system database to compile, store and/or retrieve information for various reports; maintains and verifies accuracy of various purchasing reports, databases and product inventory journals.
9. Types reports, correspondence or other information relating to the operation of purchasing activities; creates various spreadsheets and status reports.
10. Files correspondence, reports, records and materials according to appropriate departmental guidelines; may retrieve files upon request.
11. Assists with year-end purchase order activities for various departments (e.g., facilities, maintenance, grounds, operations, special projects, etc.).
12. Conforms to safety standards as prescribed.
13. Performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS:**

Position is responsible for assisting in maintaining the continuous supply of quality products, while practicing purchasing activities within all policies, procedures and regulatory requirements applicable to the work.

POSITION EXPECTATIONS: (Knowledge, Skills and Abilities)

1. Knowledge of generally accepted standard purchasing principles, established procedures, departmental guidelines and regulatory requirements applicable to the work.
2. Knowledge of record keeping/accounting practices; ability to perform mathematical computations.
3. Knowledge of basic School District work policies and guidelines; knowledge of departmental practices and procedures.
4. Ability to understand and follow written and oral instructions.
5. Ability to clearly communicate information both verbally and in writing; knowledge of business English and spelling.
6. Ability to perform routine mathematical computations and tabulations accurately and efficiently.
7. Ability to prepare routine documents and compose business letters and memoranda.
8. Ability to operate basic office equipment (e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines, etc.).
9. Ability to perform routing typing and basic computer operations (e.g., data entry, word processing and records retrieval).
10. Ability to access, operate and maintain various software applications; ability to read, update and maintain various records and files, ability to learn job specific software applications.
11. May require the ability to operate specialized communications or office equipment as specified by the assigned work area.
12. Ability to establish and maintain effective working relationships with school district employees, students, parents and the general public.
13. Ability to work without direct supervision to carry out assignments to completion.
14. Ability to perform duties with a professional and cooperative work ethic; ability to maintain confidentiality.
15. Ability to work flexible hours necessary for the efficient operation of the department.

POSITION REQUIREMENTS:

Education, Training, and Experience:

1. High school graduation or other equivalent (e.g., GED, college, technical, trade school transcript, foreign equivalency, etc).
2. Two (2) years responsible experience performing office support functions in a purchasing/accounting environment; **or**,
3. An equivalent combination of education, training, and experience.

Licenses and Certifications:

None Specified

Preferred Qualifications:

1. Possess physical and mental stamina commensurate with the responsibilities of the position.
2. Possess personal characteristics, including but not limited to poise, perspective, integrity, flexibility, and personal appearance necessary for success in the Clark County School District.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.);
2. College transcripts (s), if applicable.
3. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:

Clark County School District facilities – schools and department offices.

**WORK ENVIRONMENT:**

Strengths: Sedentary/Medium – Exert force to 50 lbs., occasionally, 10-25 lbs., frequently, or up to 10 lbs. constantly or a negligible amount of force to lift, carry, push, pull or move objects.

Physical Demands: Occasional climbing and crawling. Frequent stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, talking and hearing. Mobility to work in a typical office setting and use standard office equipment. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity and color vision. Vision to read printed materials, VDT screens, or other monitoring devices.

Environmental Conditions: Climate controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

**EXAMPLES OF EQUIPMENT/SUPPLIES TO PERFORM TASKS:**

Various computers, printers, typewriters, telephones, calculators, copy machines, fax machines, telephones, filing cabinets/equipment etc.

**EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION**

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Support Staff Personnel Services. Notification may be made in person, in writing, or by calling: (702) 855-5444.