

## **WALKER COUNTY PURCHASING CLERK**

**SUMMARY OF POSITION:**

Work involves support to Purchasing Staff in a purchasing environment in accordance with County policies, State statutes, grant requirements, and sound business practice. Plays supportive role in all functions related to County's centralized purchasing operations working under the supervision of the Purchasing Agent and Assistant Purchasers.

**RESPONSIBILITIES & DUTIES:****BASIC OFFICE:**

- Operate office machines, such as photocopiers, scanners, fax machines, voice mail systems and personal computer; and
- Performs a variety of marginal duties not listed, to be determined & assigned as needed.

**BASIC PURCHASING**

- Supports Purchasing Department in the day to day office duties to include but not limited to vehicle registrations; filing insurance claims and maintaining file folders; and maintain fixed assets for Walker County.
- Performs other duties as assigned.

**VEHICLE REGISTRATION**

- Submit new vehicles for exempt registration;
- Submit new vehicles for Alias registration; and
- Renew vehicle registration for existing vehicles and distribute to the appropriate departments.

**INSURANCE:**

- Maintains records for Insurance covering property, inland marine, general liability, public official's liability, law enforcement liability, boiler, machinery, automobile liability and physical damage;
- Maintains records for vendor's Certificate of insurance for general liability and workman's compensation or additional insurance needed per bid or proposal requirements; and
- Records, maintains and submits all insurance claims through on-line application from TAC.

**FIXED/CONTINUING ASSETS:**

- Assist Purchasing Agent with asset files;
- Maintains electronic file for assets in Dynamics; and
- Receive, create, and review asset files to be submitted to Auditor for review.

**SKILL/ABILITY TO:**

- Establish and maintain effective working relationships with those contacted in the course of work;
- Use computer equipment and software to include Microsoft Office word, Excel, power point, and various databases;
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities that may include the following:
  - Sitting for extended periods of time;
  - Walking, standing or stooping during assigned activities;
  - Lifting and carrying light materials; and
  - Operating assigned equipment.
  - Maintaining confidentiality;

- Working independently; and
- Demonstrate Organizational skills.

**EXPERIENCE:**

- High school graduate.
- Minimum five (5) years general office experience.

**WORKING CONDITIONS:**

- Office environment; exposure to computer screens.
- The noise level in the work environment is usually moderate.
- The work environment is normally lit and usually will not expose the worker to high light levels.
- The work environment is an office building and contains some hazardous materials, normally used in the course of business.

**PHYSICAL CONDITIONS:**

- Essential and other important responsibilities and duties may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; lifting and carrying light to moderate materials.
- This job description should not be construed to imply that these requirements are the exclusive standards of the position. Employee may follow other instructions and perform any other related duties as may be required by their supervisor.
- Must be able to lift and or move up to 10 pounds and occasionally lift and or move up to 25 pounds.