



Little Rock School District

JOB DESCRIPTION

Position Title: Purchase Order Clerk

Prepared Date: 01/24/2022

JOB GOAL:

To work effectively, professionally and cooperatively both under supervision and independently as may be appropriate, the functions required of this position in a manner which represents professionalism and contributes in a positive manner to the successful accomplishment of the mission and objectives of the Procurement Department of the Little Rock School District. To perform effectively and efficiently the functions related to the operation of the automated vendor and purchase order systems.

TERMS OF EMPLOYMENT:

Twelve (12) month (245 days) contract, Pay 802 Grade 03, plus benefit package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA:**
Non-Exempt

QUALIFICATIONS:

1. High school graduate minimum.
2. Experience in filing, mail distribution, answering telephone and routing to proper party, and associated general office tasks.
3. Experience with computer operations (Microsoft- excel, Word etc.) Business software program and an aptitude to learn procurement related software applications.
4. Proficiency in use of 10-key calculator.
5. Ability to communicate effectively orally and in writing.
6. Evidence of ability to deal effectively with the public and other district employees.
7. Ability to be organized and to pay attention to details.
8. Ability and willingness to adapt to changing technology.
9. Evidence of a strong commitment to quality desegregated education.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Meet, greet and direct all vendors and patrons.
2. Assist with bid openings.
3. Receive incoming calls and distribute to proper personnel.
4. Open, receive and distribute all incoming school and US mail.
5. Breaks down and distributes purchase orders to proper vendor addresses and school/department locations.



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6. Provides document creation and reproduction support as required.
7. Files purchase requisitions, purchase orders and other documents as required.
8. Assists in expediting purchase orders.
9. Assists in handling calls from vendors.
10. Provides monthly supply center percentage calculations.
11. Performs other duties as assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, and use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.