



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

105 Ninth Street Unit 21
Watkins Glen, NY 14891
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Lorry Johnson
Personnel Officer

Schuyler County Job Opening Purchasing Clerk – PT Schuyler County Purchasing

SALARY: \$18.27 per hour; 17 hours per week, no benefits.

LAST DATE TO APPLY: Applications will be accepted until position is filled.

VACANCY: At the present time there is one **part-time provisional** opening in the Schuyler County Purchasing Department. **The individual hired will need to take a Civil Service test at a later date and be reachable on the list to gain permanency in the position.**

RESIDENCY REQUIREMENT: Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of application.

JOB DESCRIPTION: This is a key clerical position in the School District or County that is focused on coordinating and processing purchase requests with district or County staff. An employee in this class works under the direct supervision of the Superintendent or Purchasing Director. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Checks merchandise received to insure it agrees with the purchase order specifications, reviews prices, and checks extensions of prices, and then distributes merchandise;
Maintains fixed asset inventory record of material, equipment, supplies and other items by tagging new items and updating computerized files;
Processes vendor statements and invoices;
Obtains source documentation for all accounts payables, invoices, packing slips and receiving data;
Maintains documents, files, and records for the purpose of providing up-to-date reference and audit trail compliance;
Coordinates purchasing procedures with district staff and vendors for the purpose of ensuring delivery of products, accurate allocation of funds and/or adherence to district guidelines and fiscal regulations;
Evaluates documentation (e.g. requisitions, bids, etc.) for purpose of ensuring proper use of district funds and proper procedures in the acquisition of supplies, equipment and/or services;
Prepares outgoing mail for delivery, routes incoming mail to appropriate employees, receives and signs for deliveries;
Maintains file of pending orders and requisitions for supplies;
Prepares and maintains a wide variety of records and reports on purchasing activities;
Processes budget transfers and purchase order increases/modifications;
Corresponds with vendors and school district personnel concerning inquiries about merchandise ordered;
Maintains vendor information;

Tracks balances on blanket purchase orders for various vendors;
Communicates with staff, vendors, and central business office regarding accounts payable;
Assist other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree (or higher) in Accounting, Business Administration, Finance, or a closely related field; or
- B. Graduation from high school or possession of a high school equivalency diploma and two (2) years experience in a business office setting with experience in purchasing, accounts payable/receivable, and fixed asset inventory; or
- C. An equivalent combination of training and experience as defined by the limits of (A) or (B) above.

Applications and announcements are available at www.schuylercounty.us or the
Schuyler County Civil Service Office
105 Ninth St., Unit 21, Watkins Glen, NY 14891
(607) 535-8190

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