

CULVER CITY UNIFIED SCHOOL DISTRICT

BUSINESS CLERK

DEFINITION

Under general supervision of the Business Services Department, to assist in the District's buying and procurement activities; to perform various complex and specialized Business Services clerical functions; to manage scheduling and community interaction for Facility Use Permits; and to do other related work as required.

EXAMPLES OF DUTIES

Routes purchase requisitions for action;

Maintains and updates vendor and warehouse catalogues and files;

Assist with data entry of purchase requisitions into online purchase order system;

Performs a variety of general clerical functions for Business Services, including answering the telephone, directing callers, typing letters, memoranda, and filing;

Manage scheduling, communications and user interactions regarding the Facility Use Permit process;

Receive visitors, including vendors, administrators, staff and the public, and provide information or direct to appropriate personnel;

Sorts, time stamps and routes mail;

Assist in warehouse with reprographics and mail distribution, as needed;

Operate a variety of office equipment.

QUALIFICATIONS

Knowledge of:

Principles, practices and methods of purchasing, warehousing and distribution record management; modern office operational procedures and the operation of standard office equipment; English usage, spelling, grammar and punctuation; purchasing, warehousing and distribution procedures and related terminology; common commodity supply sources.

Ability to:

Perform specialized clerical activities and functions; perform arithmetical calculations and record review with speed and accuracy; type at a net corrected speed of 45 words per minute; operate a variety of standard office equipment effectively and efficiently; understand and carry out oral and written directions; establish and maintain cooperative working relationships.

Experience:

Two years of general clerical experience, preferably including one year performing purchasing functions.

Education:

Equivalent to the completion of the twelfth grade, including or supplemented by training or coursework in business practices, office procedures, record management, purchasing, or related areas.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person or on the telephone.

Sitting for extended periods of time.

Seeing to read a variety of financial materials.

Bending at the waist, kneeling or crouching to file materials