

SENIOR PURCHASING CLERK-TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This is specialized clerical work of a moderately difficult nature, primarily involved in the area of purchasing. The work is performed under the general supervision of a purchasing agent and supervision may be exercised over a small number of clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Performs a variety of duties in the preparation of bids, including but not limited to arranging materials in appropriate and legal order, proofreading, placing bids on word processor, reproducing bids as appropriate, maintaining logs, assigning bid numbers and preparing bid advertisements;

Maintains appropriate records, logs, etc.;

Answers questions from prospective vendors on information appearing in bids and contacts vendors to remind them of the bid opening;

Prepares the final analysis sheet and a list of all items awarded to each successful bidder and award letters;

Makes copies of final analysis sheet and mails to each department, using the category on the bid;

Returns bid checks or bid bonds by certified mail to unsuccessful bidders;

Performs mailings and telephone contacts as appropriate;

Prepares list of bidders by category and updates vendors' list;

Constructs formats for a variety of purchasing related documents on word processor and makes changes as needed;

Maintains a variety of files;

Computes daily, monthly and yearly totals of all incoming requisitions;

Checks newspaper to make certain advertisement has been placed and all information is accurate and follows up as required;

Prepares analysis sheets and then opens quotes of bids through paste-up of vendor's responses and marks responses as to first, second, and third lowest bids;

Performs routine typing and other clerical assignments;

May train and supervise subordinate clerical personnel.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of public bidding procedures; good knowledge of clerical practices, procedures and terminology of purchasing used in a public agency; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to type at the rate of forty (40) words per minute*; ability to work independently within the scope of general direction; ability to understand and carry out moderately complex oral and written instructions.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and three (3) years of clerical experience or supervision of clerical work, one (1) year of which must have been in the area of purchasing.

NOTES:

1. Academic, technical, or vocational training or clerical experience may be substituted for schooling on a year-for-year basis.

(over)

2. Academic schooling beyond high school may be substituted for the general experience on a year-for-year basis up to a maximum of two (2) years.

*To be demonstrated during the probationary period.

R.C.D.P. (04.17.1991) 11.15.2015 - Job specification may be subject to further revision
Competitive

03.13.2026 New York State Civil Service approved Non-competitive title in the NY HELPS Program.