

## **JOB DESCRIPTION**

### **Assistant Purchase Clerk**

Employer: Holmes County Board of Supervisors  
Location: Lexington, MS 39095  
Department: Administration  
Reports to: County Administrator/Purchase Clerk

#### **SUMMARY:**

The Assistant Purchasing Clerk assists the Purchasing Clerk in procuring needed materials, supplies, machines, equipment, tools, commodities and services at an ultimate cost consistent with economic conditions surrounding the item being purchased; to safeguard the standard of quality, continuity of service and the county's reputation for fairness and integrity.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Responsibilities include but are not limited to:

1. Creates purchase orders from requisitions.
2. Confers with vendors to obtain product or service information such as price, availability and delivery schedule.
3. Data entry and filing paperwork.
4. Obtains price quotes from multiple vendors.
5. Runs reports.
6. Prepares purchase orders or bid requests.
7. Issues purchase orders to suppliers and confirms delivery date, quantity ordered and price are correct.
8. Maintains procurement records such as claim dockets, manual claims, etc.
9. Discusses defective or unacceptable goods or services with users, vendors, and others to determine source of trouble and take corrective action.
10. Processes receipts and invoices for payment.
11. Expedite delivery of goods to users.
12. Other related duties as assigned.