

MORGAN STATE UNIVERSITY JOB SPECIFICATION



BUYERS CLERK

Class Code: N1159

FLSA Code: N/E (Non-Exempt)

Pay Range: 06

JOB SUMMARY

Under direct supervision, performs moderately complex clerical and other support activities within the procurement functions which include preparing and editing procurement documents, communicating with suppliers and clients.

PRIMARY DUTIES

1. Reviews, types and assembles procurement documents, ensuring accuracy and completeness. Distributes and files documents utilizing manual and automated systems following established procedures.
2. Responds to inquiries from vendors and clients by providing information, which typically requires minimal research.
3. Obtains information by initiating communications with vendors and clients regarding activities such as price verification, order status and expediting.
4. Generates and updates records pertinent to procurement transactions.
5. Performs arithmetic calculations for purchase order quantities, price extension and totals.

Note:

The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED.

EXPERIENCE: One year related work experience.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

General knowledge of business English and arithmetic. Working knowledge of office practices. Ability to operate standard office equipment; to communicate effectively both orally and in writing; to perform arithmetic calculations; to type or enter data at a minimum of 30 net wpm.

OTHER:

Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.