

Title: Purchasing Clerk	Effective Date: May 11, 2012	Grade: VII	Job Category: Admin. Support
Prior Title: Purchasing Clerk	Prior Effective Date: January 12, 2012	Grade: VII	Page: 1 of 1

CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for receiving all formal bids from bidders and filing for proper bid opening date and handling required bonds, insurance, and correspondence after bids are awarded.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Ensure performance bonds are received prior to mailing contracts or purchase orders.
- Maintain performance bond ledger on annual bonds.
- Deposit checks submitted as bid bond with the Fiscal Services Division.
- Post and update each formal bid file as to responsive and unresponsive bidders.
- Maintain bidders' mailing list, adding new bidders and removing unresponsive bidders from list.
- Handle correspondence regarding rejected bids and late bids returned to bidders.
- Handle inquiries from bidders by phone regarding bid information after bids are opened and/or awarded.
- Handle insurance on contracts, as required, to ensure that coverages are up-to-date.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Experience in purchasing procedures. Experience in office procedures. Demonstrated typing ability. Thorough familiarity with the operation of personal computers and working knowledge of Microsoft Word, Excel, Access, and Outlook.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.

