Definition of Class
This is a non-supervisory position in which the incumbent performs a variety of clerical duties associated with the purchasing of goods and services for an assigned department. The incumbent maintains office files and ensures appropriate account numbers are charged to purchases.

Examples of Work Performed
Maintains and updates catalog and pricing information for purchasing items.

Obtains bids/quotes from vendors; select vendors, purchases goods and services; verifies package content; creates goods receipt; and distribute packages to appropriate personnel.

Ensures proper account numbers are assigned to purchases.

Maintains detailed records of purchases including service contracts on equipment.

Creates purchase orders and purchase requisitions.

Works closely with the Purchasing Department to ensure compliance with University policies and procedures.

Coordinates and verifies the usage of procurement cards.

Performs data entry duties associated with posting purchase transactions.

Verifies account balances with School of Pharmacy business office or Purchasing.

Processes related memos to ensure payments to vendors.

Contacts vendors for credits or corrected invoices.

Creates and maintains notifications for building and equipment repairs. Ensures proper account numbers are assigned to notifications.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Performs a variety of clerical duties associated with the purchase of goods and services for an assigned department.
2. Maintains departmental procurement cards and verifies usage.
3. Prepares and maintains detailed records and files relating to the purchase of goods and services.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.

- **Vision:** Requirements of this job include close vision.

- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit; talk and hear; and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:** Graduation from a standard four-year high school or equivalent (GED).

**Background Check Requirements**

This position requires a background check upon hire.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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