



T U L S A

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Job Description

Job Title: Requisition Clerk, Federal Programs and Special Projects

Reports to: Executive Director of Federal Programs and Special Projects
Department: Federal Programs and Special Projects
Number of Days: 12 Months
Compensation: CA-05
Overtime Status: Non-Exempt
Date Job Revised: July 26, 2011

Position Summary: Entering all requisitions for the department.

Qualifications/Job Requirements:

Education:

- High school diploma or equivalent required.

Specialized Knowledge, Licenses, etc:

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Experience:

- 3 to 5 years of clerical experience.

Specific Training/Skills:

- Knowledge of computer applications (Word, Excel)

Physical Requirements (If Applicable):

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Other:

- Strong communications skills.
- Positive attitude.
- Ability to work under pressure.

Scope of Authority (If Applicable):

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Financial Responsibility (Such as budgetary responsibility, cash management, and purchasing):

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Customer Contacts:

- Internal: Federal Programs and Special Projects staff.
- External: District school and ESC staff.

Duties and Responsibilities:

- Check in and receive all deliveries for the department.
- Oversee material backorder until order is complete.
- Rectify any discrepancies as needed.
- Maintains files.
- Other duties as assigned.