

*Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.*

*With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.*

*An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.*

**Technical Clerk  
Purchasing  
Regular Full-Time Position  
Position Number 670010**

**General Description**

The Technical Clerk works under general supervision of the Director of Purchasing, and performs a variety of clerical tasks in support of the operation of the Purchasing Department.

**Primary Duties and Responsibilities**

- Prepare purchase orders, Request for Quotations/Proposals and other business forms and letters for mailing.
- Function as departmental receptionist, provide general information to the public and direct calls to appropriate personnel.
- Assist with copier management program expenditure transfers.
- Data entry for purchasing.
- Input requisitions and purchase orders into Banner Finance system.
- Collect, sort and distribute office mail.
- Maintain a current computerized listing of qualified suppliers.
- Prepare on-line forms for departmental website.
- Enter vendors in Banner Finance system.
- Maintain purchasing approvals in Banner.
- Maintain and procure office supplies as needed.
- Authorized to sign purchase orders not to exceed \$5,000 without obtaining higher level signatory authority.
- Perform other job-related duties as assigned.

**Essential Functions**

- Ability to effectively use a personal computer and associated software, and word processing equipment.
- Ability to communicate effectively.
- Ability to maintain confidentiality.
- Ability to prepare documents for transmittal to suppliers, TBR and bank.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to establish and maintain an effective working relationship with the public, and employees of the University.

**Required Minimum Qualifications**

- High school graduate or equivalent.
- Two years experience in a clerical/secretarial capacity.
- Computer skills including Windows, word processing and spreadsheets.
- Proper telephone etiquette skills.
- A background and credit check will be required of the successful applicant.

**Additional Preferred Qualifications**

- Math skills preferred.

**IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS**