



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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TRENTON, NJ 08625-0081

ANDREW J. BRUCK
Acting Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

September 9, 2021
NOTICE OF JOB VACANCY
#21-314

An opportunity currently exists in the classified service with the Department of Law and Public, Division of Consumer Affairs, for current State employees with permanent service in a competitive title who meet the requirements listed below:

- TITLE: Assistant Buyer
SALARY: \$48,767.10 to \$68,775.00
LOCATION: Division of Consumer Affairs
124 Halsey Street
Newark, NJ 07102

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under direction, processes agency requests; assists the Offices and Boards in the procurement of goods and services; assists the buyer in the procuring of goods and services for the Division of Consumer Affairs; communicates with Division Offices and Boards on procurement requests and procedures; processes and follows-up on orders; facilitates the bidding process; oversees various Division of Consumer Affairs contracts; initiates and facilitates payments on blanket and single pay contracts; acts as Division of Consumer Affairs Purchaser for NJSTART (eProcurement system); purchases goods and services for the Division of Consumer Affairs in a timely and efficient manner and provide internal services as well as guide the offices and boards in procuring goods and services; perform other related duties as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: One (1) year of experience in the large scale purchase of commodities, equipment, and supplies.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is required to perform the essential duties of the position.

RESUME NOTE: Eligibility determinations will only be based upon information presented in resume. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating its U.S. equivalency prior to the closing date. Failure to do so may result in disqualification.

If qualified, please send a cover letter indicating interest in job vacancy announcement #21-314 and a current resume on or before the closing date of September 23, 2021 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Division of Administration
Human Resource Management
P.O. Box 081
Trenton, NJ 08625-0081

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

