



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

ANDREW J. BRUCK
Acting Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

September 20, 2021
NOTICE OF JOB VACANCY
#21-331

Opportunities currently exist in the classified service with the Department of Law & Public Safety, Division of Administration, for current State employees with permanent service in a competitive title who meet the requirements indicated below:

- TITLE: Purchasing Assistant
SALARY: \$44,628.85 to \$62,788.15
LOCATION: Division of Administration
Fiscal Management Office
25 Market Street, Trenton, NJ

NUMBER OF POSITIONS AVAILABLE: Two (2)

DUTIES: Under the direction of a supervisory officer in the Division of Administration, Fiscal Management Office, assists a professional buying staff in completing complex technical calculations on procurement matters and in the processing of orders for the purchase of commodities; resolves problem regarding requisitions, ordering and/or shipment of items by contracting vendors, stockroom, other divisional staff; makes arrangements with vendors to correct situations involving incorrect shipments; prepares purchasing related correspondence and maintains essential records and files.; does other related duties as required.

REQUIREMENTS

- EDUCATION: Completion of 60 semester hours at an accredited college.
EXPERIENCE: Two (2) years of responsible technical, clerical experience in assisting professional staff in the purchase of equipment and supplies, or in maintaining purchasing records.
NOTE: Applicants who do not possess the required sixty (60) semester hours may substitute additional experience as indicated above on a year-for-year basis.
LICENSE: Appointees 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 necessary to perform the essential duties of the position.
RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

If qualified, please send a cover letter indicating interest in job vacancy announcement #21-331 and a current resume on or before the closing date of October 4, 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.

