



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2025 - 015 - S	ISSUE DATE: January 16, 2025	CLOSING DATE: Open until filled
-------------------------------------	--	---

TITLE: Assistant Buyer	OPEN TO: State Wide (all Departments/State Employees)
DIVISION: Purchase and Property	TITLE CODE: 52662 RANGE: P18
UNIT: Distribution & Support Services – Acquisition/Buying	WORKWEEK: 35 Hours
LOCATION: 1620 Stuyvesant Avenue, Ewing, NJ	SALARY RANGE: \$54,351.06 - \$76,649.82

JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Purchase and Property is seeking an Assistant Buyer in multiple Units. As an Assistant Buyer under the direction of the Acquisition Unit's Supervisor/Lead, receives on the job training in all phases of DSS's acquisition process, including but not limited to:

Maintaining term contracts, performing Delegated Purchase Authority (DPA) procurement, and cutting purchase orders for the Acquisition Unit; and gaining/sustaining current knowledge of industry information for assigned services and contracts. This includes preparing purchase orders, and arranging for purchase of commodities. Compiling all documents without errors including accurate and precise content as specified in relevant operating procedures, checklists, and/or templates. Completing documents with proper formatting, spelling and grammar, and free of conflicting or inaccurate information.

The incumbent will also maintain a professional and courteous customer service orientation with stakeholders, vendors, and, DPP/DSS staff. Will be responsive to other DPP/DSS functional units' and client needs by responding to all corresponding emails and phone calls; investigating relevant claims and resolving issues; and attending meetings with peers, clients, and vendors when practical. Checking the quality and accuracy of each acquisition document and transaction, etc. before and after sharing with other stakeholders.

Updating documents as required. Providing accurate updates and reports as required by the Lead, Supervisor, or Assistant Division Director by keeping workload spreadsheets up to date for each assigned contract/DPAs and submitting monthly reports and Treasurer's Office approval requests as needed.

The standard workweek is Monday through Friday. This position may be eligible to participate in the Department's pilot telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSITION REQUIREMENTS

Education & Experience:

Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Five (5) years of experience in the large-scale purchases of commodities, equipment, and supplies.

OR

Possession of a bachelor's degree from an accredited college or university; and one (1) year of the above-mentioned professional experience.

Note:

"Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

IMPORTANT NOTES

Open to the following:

Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed above. Appointments resulting from this posting will be made in accordance with Civil Services rules and regulations and may result in a forfeiture of rights to any promotional lists in the former office/unit.

GENERAL INFORMATION

Vacancy Notice:

This is not a promotional announcement. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

SAME Applicants:

Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc.) by the closing date indicated above. For more information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: CSC-SAME@csc.nj.gov or call CSC at (609) 292-4144, option 3.

Veteran's Preference:

Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.

Foreign Degrees:

Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

Residency:

In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

Work Authorization:

Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, OPT, or H1B visas are not eligible for employment.



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

If you are qualified, please submit the documents listed below:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded/conferred or copy of diploma)

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2025 - 015 - S Assistant Buyer" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent (nr)

Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer