



New Jersey Department of Environmental Protection
NOTICE OF VACANCY
(Filling of this position is contingent upon further approval process)
Posting Number: COS21-022

DIVISION/PROGRAM DEPARTMENT NJ STATE EMPLOYEES GENERAL PUBLIC

TITLE: Purchasing Assistant

SALARY: (A16) \$43,753.77 - \$61,557.03

OPENING DATE: March 18, 2021

CLOSING DATE: April 1, 2021

EXISTING VACANCIES: One (1)

WORKWEEK: 35-Hour Workweek

PROGRAM/LOCATION: DEPARTMENT OF ENVIRONMENTAL PROTECTION
Division of Budget and Financial Operations
Office of Procurement Operations
428 East State Street (Carroll Building)
Trenton, NJ 08625

SCOPE OF ELIGIBILITY: Open to permanent employees in a competitive title who meet the requirements below.

DESCRIPTION: Under the direction of a supervisory officer in a state department or agency, performs highly complex technical functions related to purchasing; does related work as required.

SPECIFIC TO THE POSITION: This position will be responsible for reviewing and processing purchase order requests and other related documents associated with the procurement of goods and services used by DEP programs. This includes identifying the type of procurement method being used and ensuring appropriate supporting documentation is attached and approved. Processing documents requires developing expertise in using the New Jersey State's procurement and accounting systems. The position will also provide assistance to both internal programs and external vendors and liaise with other state agencies. Will be required to maintain accurate records and files, easily accessible for inquiries and audit reviews.

PREFERRED SKILL SET: Experience with NJSTART, MACSE, NJCFS, and Microsoft Office, especially Excel.

REQUIREMENTS:

EDUCATION: Completion of 60 semester hours at an accredited college. **NOTE:** All U.S. degrees and transcripts must be from an accredited college or university. All foreign degrees and transcripts must be evaluated for accreditation by a recognized evaluation service by the closing date of this posting. Failure to provide documentation may result in ineligibility.

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.

RESIDENCY: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

AUTHORIZATION TO WORK: Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. **NOTE:** The State of New Jersey does not provide sponsorship for citizenship to the United States.

NOTE: Interviews will be granted based on the cover letter, resume, and credentials submitted in response to this notice. Applicants may be required to provide a copy of their transcripts at time of interview. Selected candidate(s) shall not be serving a working test period at the time of the appointment. Please include the posting number in the subject of the e-mail when submitting your credentials.

If you have established Veteran's Preference with the Department of Military and Veterans Affairs, please submit proof of this along with your resume.

SUBMIT LETTER OF INTEREST, RESUME AND E-MAIL ADDRESS BY 4:00 PM ON THE CLOSING DATE TO:

Denise Mudie
Division of Human Resources
Bureau of Human Resource Operations
PO Box 420; Mail Code 436-01
Trenton, NJ 08625-0420
E-mail Address: Denise.Mudie@dep.nj.gov

POSTING AUTHORIZED BY: Phiroza Stoneback, Manager
Division of Human Resources

Accommodations will be made for qualified applicants or employees with disabilities
New Jersey Department of Environmental Protection is an Equal Opportunity Employer