

**MILITARY DEPARTMENT
JOB OPPORTUNITY
PURCHASING ASSISTANT**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current exam list
Location: Hartford Armory
Job Posting No: 8568
Hours: Monday through Friday, 8:00 A.M. to 4:30 P.M.
Salary: \$47,577.00 - \$62,003.00
Closing Date: April 6, 2015

Eligibility Requirement:

Candidates must have applied for and passed the Purchasing Assistant exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

Knowledge, Skills and Abilities: Knowledge of state purchasing procedures and regulations; knowledge of office systems and procedures; some purchasing principles and procedures for large organizations; some knowledge of inventory control procedures; interpersonal skills; oral and written communication skills.

General Experience: Four (4) years of clerical work involving purchasing or procurement.

See Job description for Purchasing Assistant at: <http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=4895>

Special Experience: Two (2) years of General Experience must have been at a technical or complex level. For state employees this is defined as at the level of Office Assistant or Financial Clerk.

Substitution Allowed:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and a State application (CT-HR-12) available at www.das.state.ct.us for Employment to:

**MILITARY DEPARTMENT
HARTFORD ARMORY
360 BROAD STREET
HARTFORD, CT 06105
HUMAN RESOURCES, ROOM # 141
FAX NUMBER 860.548.3218**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.