

**DEPARTMENT OF TRANSPORTATION**

**JOB OPPORTUNITY**

Purchasing Assistant

Central Warehouse

**[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)**

**Open To:** Candidates on a current examination list.  
**Location:** 660 Brook St, Rocky Hill, CT  
**Job Posting No:** 30937  
**Hours:** 7:30 am to 4:00 pm  
**Salary:** CL-17: \$44,845 to \$58,443 annual  
**Closing Date:** October 5, 2012

**Eligibility Requirement:**

Candidates must have applied for and passed the Purchasing Assistant examination 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.

**GUIDELINES FOR CLASS USE:**

This class is a paraprofessional working level and distinguished from lower level clerical positions by its emphasis on independent judgment, decision making and follow through in carrying out routine technical purchasing functions.

**SUPERVISION RECEIVED:**

Works under the general supervision from a Fiscal Administrative or other employee of higher grade, performs basic purchasing tasks independently. works under closer supervision when performing advanced tasks.

**SUPERVISION EXERCISED:** May lead lower level clerical employees.

**EXAMPLES OF DUTIES:**

**STATE AGENCY:**

Reviews all internal purchase requests for accuracy, completeness and conformance to specifications; determines if requested material is under contract or should be purchased by bid; prepares routine purchase requisitions; reviews bid proposals for accuracy, completeness and compliance with existing specifications and proper purchasing procedures; prepares and processes commitment documents, e.g. purchase orders, lease agreements, rental agreements and personal service contracts by determining required information and procedures; selects vendors and obtains quotes as required; reviews quotes for conformance to specifications and other pre-established criteria; assists in recommending contract awards; serves as liaison to vendors and state Bureau of Business Services; prepares reports and issues correspondence as required; may handle routine vendor problems and/or inquiries; may type and file purchasing related documents; may interview salesmen and vendors in absence of supervisor; may maintain minimum and maximum stock levels, update stock catalog or plan stock purchases; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED**

**KNOWLEDGE, SKILL AND ABILITY:**

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

**EXPERIENCE AND TRAINING:**

**General Experience:**

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

**Special Experience:**

Two (2) years of the General Experience must have been at a technical or complex clerical 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 six (6) months' experience to a maximum of two (2) years.

**SPECIAL REQUIREMENT:** Persons having responsibility for supervising or observing the behavior of inmates or custodial clients will be required to possess a high school diploma or General Educational Development (G.E.D.) certification by the time of permanent appointment.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. Applicants who do not submit all the requested documents will not be considered. The candidate pool resulting from these interviews may be used to fill future Purchasing Assistant in the Bureau of Finance and Administration within twelve months.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment by October 5, 2012 to:

Connecticut Department of Transportation

Janice Snyder

P.O. Box 317546

Newington, CT 06131-7546

Fax: 860-594-2302

Email: Janice.A.Snyder@ct.gov

State employees must include copies of their last two (2) service ratings.

**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.