



**EXAMINATION OPEN TO THE PUBLIC
PURCHASING ASSISTANT**

**ANNUAL \$46,191
SALARY: \$60,197**

**SALARY
GROUP: CL 17**

**APPLICATION CLOSING
DATE: MARCH 10, 2014**

**EXAM
NO: 140240OCPD**

PURPOSE OF CLASS: In the Department of Administrative Services, Procurement Division or other state agency this class is accountable for independently processing routine purchase requests while assisting in the overall preparation and processing of purchase requisitions for equipment, services and materials.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY MARCH 10, 2014.

GENERAL EXPERIENCE: Four years of clerical work involving purchasing or procurement.

SPECIAL EXPERIENCE: Two 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 semester hours equaling six months' experience to a maximum of two 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.

KNOWLEDGE, SKILLS AND ABILITIES (KSA's): 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.

**THE EXAMINATION WILL BE COMPOSED OF:
(Exam questions will cover KSA's listed above.)**

<u>PART</u>	<u>WEIGHT</u>
WRITTEN	100%

THE EXAMINATION WILL BE HELD ON: APRIL 30, 2014

(Reserve the day as the exam may be scheduled in the morning or afternoon.)

APPLICATION PROCEDURE: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. Mail applications to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2875**). If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. Applications must be date stamped by DAS/Human Resources or postmarked by March 10, 2014. **A separate application form must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at the Offices of the Connecticut State Job Centers.

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, persons with disabilities and military veterans.