



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Purchasing Assistant [Classified Competitive]			Salary A16 \$46,431.86 - \$65,324.75
Posting Number 258-23	Position Number 035245	Number of Positions 1	Posting Period * From: 03/27/2023 To: 04/10/2023
Location: Ann Klein Forensic Center 1609 Stuyvesant Avenue Trenton, NJ 08628			Scope of Eligibility/Open to: All Departments/State Employees
GENERAL DESCRIPTION			
Under the direction of Business Manager will process payments to vendors and set up payments in Management Acquisition Control System Enhanced (MASCE) for final payments; will check MASCE and the New Jersey Comprehensive Financial Systems (NJCFS) for verifications of payments to vendors; investigate issues from vendors involving checks not received through tracing process; organize and maintain all open purchase orders and investigate discrepancies. Will maintain open blanket order files; contact vendors regarding invoice/payment vouchers; assist in the fiscal year close-out process; participate in quarterly inventory of hospital store and and provide back up coverage for purchaser. Will complete mandatory training. NOTE: This position is covered by the Governor's Executive Order 283, requiring all employees to be fully vaccinated. To comply with that requirement, employees must provide proof of vaccination status. Please do not submit proof of vaccination at this time; instructions will be provided if an offer of employment results from this NOV.			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
EDUCATION: Completion of 60 semester hours at an accredited college. 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: Appointee 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.			
IMPORTANT FILING INSTRUCTIONS			
If interested in this position, you can reply in one of two ways: • Forward the required documents electronically to: PST.AKFC@doh.nj.gov • Mail the required documents to: Cheryl V. Manson, Manager 1, Human Resources Ann Klein Forensic Center Reference Posting #258-23 New Jersey Department of Health PO BOX 7717 West Trenton, NJ 08625-7717 Required documents: • cover letter • resume • completed application, found at: http://www.nj.gov/health/forms/dpf-663.pdf <i>* Responses received after the closing date MAY be considered if the position is not filled.</i>			

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- Newly hired employees must agree to a thorough background check that will include fingerprinting.
 - If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.
 - If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.
 - In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
 - In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
 - **The New Jersey Department of Health is an Equal Opportunity Employer.**
 - **RESUME NOTE:** Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.
 - **SAME APPLICANTS:** If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov , or call CSC at (833) 691-0404.