



NEW JERSEY DEPARTMENT OF HEALTH NOTICE OF VACANCY

State of New Jersey

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

Title Purchasing Assistant [Classified Competitive]			Salary A16 \$49,738.97 - \$69,977.54
Posting Number 487-24	Position Number 057248	Number of Positions 1	Posting Period * From: 07/22/2024 To: 08/05/2024
Location: ANCORA PSYCHIATRIC HOSPITAL 301 SPRING GARDEN ROAD ANCORA, NJ 08037			Scope of Eligibility/Open to: Ancora Psychiatric Hospital Employees

GENERAL 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.

The incumbent will assist the Buyer with procurement matters, process orders, prepare orders in NJSTART, review vendor terms and conditions, maintain a budget, communicate with vendors regarding commodity specifications, resolve problems and maintain detailed records.

NOTE: A Cover Letter, Resume and Completed Application are Required. See link below.

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



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If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:

PST.APH@doh.nj.gov

- Mail the required documents to:

**Nancy Bill, Manager 2, Human Resources
Ancora Psychiatric Hospital
Reference Posting #487-24
New Jersey Department of Health
301 Spring Garden Road
Ancora, NJ 08037**

Required documents:

- cover letter
- resume
- completed application, found at:
<http://www.nj.gov/health/forms/dpf-663.pdf>

** Responses received after the closing date MAY be considered if the position is not filled.*



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IMPORTANT NOTES

**State as a Model Employer
of People with Disabilities
(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.

PHEL Candidates:

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.

Direct Client Care:

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.

**New Jersey
First Act:**

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.

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.

Authorization to Work:

Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. The State of New Jersey does **not** provide sponsorships for citizenships to the United States.

Note: Newly hired employees must agree to a thorough background check that will include fingerprinting.

The New Jersey Department of Health is an Equal Opportunity Employer.