



NIAGARA COUNTY JOB POSTING

OPEN TO THE PUBLIC

TITLE/POSITION #: **Purchasing Assistant #10026**

PAY RATE: **\$23.67 - \$27.19**

DEPARTMENT/DIVISION: **Management & Budget: Purchasing**

WORK LOCATION: **Brooks Building**

STATUS: **Provisional**

DESCRIPTION: For a complete job description and minimum requirements please visit:

https://niagaracounty.com/Employment/Job_Specs_for_Civil_Service_Positions.php

Under the general supervision of the Purchasing Agent, an incumbent of this class performs technical purchasing functions and responsible clerical duties required in County purchasing procedures involved in the purchase of large quantities of material, equipment and supplies. The incumbent is responsible for the sealed bid process and for accounting control of inventory utilizing a computerized database system. Does related work as required.

MINIMUM QUALIFICATIONS: OPEN COMPETITIVE: Graduation from high school or possession of an equivalency diploma AND one of the following: Graduation with a Bachelor's Degree; OR Completion of sixty (60) credit hours and two (2) years of paid full-time experience in a business-related field, which involved the maintenance of records utilizing computerized database software; OR Four (4) years of paid, full-time experience in a business-related field, which involved the maintenance of records utilizing computerized database software.

NOTE: Degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

**Applications, Job Specifications, Job Postings & Exam
Announcements can be found at:**

<https://niagara-portal.mycivilservice.com/>

Niagara County policy prohibits discrimination in employment, program activities, contracting, and procurement against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation, veterans status, national origin, or any other characteristic protected by federal or state law.

Niagara County is an Equal Opportunity Employer

PROVISIONAL APPOINTMENT: Successful candidates will be required to take a civil service examination and be reachable for a permanent appointment.

DATE POSTED: 1/18/23 DEADLINE: 1/31/23

APPLY ELECTRONICALLY AT: <https://niagara-portal.mycivilservice.com/>

OR SUBMIT PAPER APPLICATIONS TO:

Niagara County Human Resources

111 Main Street – Suite G2, Lockport, NY 14094

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