

# Union Springs CSD

## JOB POSTING

**TITLE:**

PURCHASING CLERK (PROVISIONAL – UNION SPRINGS CENTRAL SCHOOL DISTRICT)

**PROVISIONAL:**

This is a competitive Civil Service position. The candidate chosen for this position will be required to submit an application fee (file) of \$15.00 to Cayuga County Civil Service for the Purchasing Clerk exam when the exam is announced.

Please contact Cayuga County Civil Service if you have any questions regarding provisional appointments.

**JOB DESCRIPTION:**

This is a key position in the Business Department of the Union Springs School District that is focused on the processing of purchase requests from all school departments. The Purchasing Clerk will answer questions and resolve any purchasing related problems that may occur. An employee in this class works under the direct supervision of the Assistant Superintendent for Business. The incumbent will perform all related duties as required. For complete job description please visit:

<http://www.cayugacounty.us/DocumentCenter/Index/284>

**MINIMUM QUALIFICATIONS:**

Ability to type accurately at an acceptable rate of speed; **AND EITHER:**

9a) Possession of at least 60 college credit hours from a regionally accredited or New York State registered college or university; **OR**

(b) Graduation from high school or possession of a high school equivalency diploma **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) clerical experience; **OR**

(c) Four years of full-time paid (or the equivalent part-time and/or volunteer) clerical experience; **OR**

(d) Any combination of training and experience equal to or greater than that specified in (a), (b) or (c) above.

**NOTE:**

Four credit hours in accounting at a regionally accredited or New York State registered college or university may be substituted for one year of experience in (b) or (c) above.

**ADDITIONAL INFORMATION:**

Full-time, 12-month/salary position, Commencing: Approximately June 3, 2019, Monday – Friday, 7:30 am – 3:30 pm

**COMPENSATION:**

Commensurate with experience (minimum \$35,000)

**APPLICATION DEADLINE:**

April 22, 2019

**HOW TO APPLY:**

Applications must be submitted to Cayuga County Civil Service. To view the job posting and application instructions, please visit: <https://mycivilservice.cayugacounty.us/jobopps>