

Cayuga-Onondaga BOCES

JOB POSTING

TITLE:

Purchasing Clerk (ANTICIPATED PROVISIONAL - BOCES)

ANTICIPATED:

An opening is expected for the 2019-2020 school year.

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. In addition, the candidate must be reachable on the list. Please contact Cayuga County Civil Service if you have any questions regarding provisional appointments.

JOB DESCRIPTION:

This as a key position that is focused on the processing of purchase requests. The Purchasing Clerk will answer questions and resolve any purchasing related problems that may occur. For complete job description please visit: <http://www.cayugacounty.us/653/Civil-Service-Commission>

MINIMUM QUALIFICATIONS:

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

- (A) 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 of university may be substituted for one year of experience in (B) or (C) above.

COMPENSATION:

\$35,000 to \$45,000

APPLICATION DEADLINE:

June 20, 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>