Columbia County Civil Service Commission announces an open competitive (open to the public) examination for Purchasing Assistant #69104

Administration of an exam does not imply a vacancy exists

**Date of Examination:** May 11, 2019

**Last Filing Date:** April 4, 2019

**Filing Fee:** Fee for this examination is $15.00

PERSONAL CHECKS ARE NO LONGER ACCEPTED

(See reverse side for instructions)

**Residency:**

- **For positions within Columbia County Government Towns/Villages, City of Hudson and all other jurisdictions not indicated below** - candidates must be a resident of Columbia County for four (4) months prior to the date of the examination.

- **For positions with Columbia-Greene Community College** - candidates must be a resident of Columbia or Greene County for four (4) months prior to the date of examination.

- **For positions with School Districts** - candidates must be a resident of Columbia County or the school district for four (4) months prior to the date of the examination.

As per Civil Service Law 23.4, preference in appointment may be given to residents of each civil division.

**Location:** To be announced.

**Vacancy:** The eligible list established from this examination will be used to fill vacancies, as they occur, in all jurisdictions under the Columbia County Civil Service Commission.

**Salary:** $40,000.00 - $50,000.00 (depending on location)

**Duties of the position:** The work involves the responsibility for purchasing or buying duties and performing other duties pertaining to purchase, inventory and record maintenance activities in a centralized purchasing department. Work is performed under general supervision according to established policies and procedures. Does related work as required. Typical work activities (illustrative only) requests price quotations and compares the quotations received; prepares and processes purchase orders; compiles a summary of price quotations and determines which vendor will receive an order; checks prices on invoices and approves same for payment; reviews state contract literature and processes purchasing requests through state contracts available to the municipality; makes price inquiries and negotiates price adjustments when appropriate; maintains files, records and price quotations; assists in maintenance of fixed assets inventory and other inventory records; initiates and prepares bids and specifications which lead to purchase contracts for goods and services; conducts formal bid openings; selects vendors and initiates purchase contracts for materials and/or services; reviews requisitions and checks vendors for pricing; prepares payroll, maintains time and personnel records; performs other clerical and record-keeping tasks relative to the purchasing department. The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Full performance, knowledge, skills, abilities and personal characteristics are expected of candidate. Good knowledge of the principles and practices of large scale purchasing; good knowledge of business arithmetic and English; good knowledge of accepted office terminology and procedures; good knowledge of business machines and equipment and ability to operate them (copier, digital duplicator); working knowledge of simple accounting; ability to understand and follow oral and written directions; ability to perform arithmetical computations quickly and accurately; ability to prepare and maintain records and reports; ability to be able to negotiate prices; tact; courtesy; ability to operate a personal computer and utilize common office software programs; physical condition commensurate with the demands of the position.
Applications may be obtained from Columbia County Civil Service, 401 State St., Hudson, NY 12534 Phone: 518 828-6622. Applications will be accepted for filing during OFFICE HOURS ONLY Monday – Friday 8:00 am – 4:00 pm or via United States Postal Service Mail...Applications postmarked on the last filing date will be accepted. Applications received/postmarked after the last filing date will not be accepted, including those sent via Columbia County inter office mail. Faxed Applications will not be accepted.

Note: Sabbath observers/disabled persons/military members: If special arrangements for testing are required, indicate this on your application form.

GENERAL INSTRUCTIONS TO CANDIDATES

VETERANS CREDITS: Disabled and non-disabled veterans who establish their eligibility for additional credits and are successful in the exam are entitled to have 10 and 5 points respectively (5 and 2 ½ points of credits in the case of promotional examination), added to their earned scores provided they have not used such credits to obtain permanent appointment or promotion. You will be allowed the option of waiving these credits after the completion of the examination. Effective 1/1/98 the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran’s credit in exams. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veterans’ credit.

“In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.”

RESIDENCY REQUIREMENTS: Candidates must be a resident of Columbia County at the time of exam and for four months prior to the date of the examination, unless otherwise stated on the front of the announcement. Preference in appointment will be given to Columbia County residents or residents of each civil division. (CS Law Section 23.4) when opened to contiguous counties. It is the responsibility of the candidate to file a Change of Address Notification Form (available @ Civil Service or @ www.columbia county ny.com) and supporting documentation as necessary. Information provided will be reviewed at a monthly commission meeting. Date of address change on Eligible list will be effective the date of the commission meeting after information has been reviewed. No attempt will be made to locate candidates who have moved.

RATING & REVIEW: Unless the announcement states otherwise, this written examination is being prepared and will be rated by NYS Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the NYS Civil Service Rules and Regulations dealing with preparation and the rating of exams will apply to this written examination.

TRANSCRIPTS: Whenever college transcripts or diplomas are required, they should be submitted with the application for the examination.

EXAM NOTICES: The Commission does not acknowledge receipt of the application, but all applicants will be notified of the disposition of their application. Approved candidates will be notified at least four days in advance of the place, date and hour of the examination. Every candidate should bring his/her Social Security Number to the exam. Do not interpret a notice to appear for the exam to mean that you have been found to meet fully the announced requirements. Applicants are admitted to the exam on the basis of statements made in the application. These statements may not be reviewed and/or verified until after the exam has been held. At that time candidates not meeting the requirements will be disqualified. Candidates who are disqualified after taking the exam will not receive a score. If you have not received a notice to appear for the written test three days before the date of the test, you should call 828-6622.

CALCULATORS: Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, Spell Checkers, Personal digital assistants, address books, language translators, dictionaries, cell phone calculators or any similar devices are prohibited.

ELIGIBLE LIST: The lists established as a result of examinations will remain in existence for a minimum of one (1) year maximum of (4) four years. When an Eligible List has been in existence for less than one year and a new list for the same position or group of positions is established, the names of the persons remaining on the old list shall have preference in certification over the new list until such old list is one year old. Changing conditions may make it advisable to certify to future vacancies at higher or lower salaries then announced.

FILING FEES: A filing fee, as indicated on the front, will be required at time of application. Please write the examination no. and your social security no. on your money order, certified or bank check. Please be advised that NO REFUNDS will be made, therefore, you are urged to compare your qualifications carefully with the requirements for admission and file only for those exams for which you are qualified. MAKE MONEY ORDERS/BANK OR CERTIFIED CHECKS PAYABLE TO: Columbia Co. Treasurer & mail to Civil Service with your application. Cash is accepted (exact change is preferred). PERSONAL CHECKS WILL NO LONGER BE ACCEPTED. Credit Cards are accepted, when paying in person, with a 2.35% charge plus an additional dollar.

APPLICATION WAIVER FEE: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a “Request for Application Fee Waiver and Certification” form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. Copies of the Application Fee Waiver and Certification forms are available at the Civil Service Office, 401 State St., Hudson, NY 12534 (518) 828-6622 or on our web site at www.columbia county ny.com.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center. If you need an alternate test date, see Alternate Test Date Policy @ www.columbia county ny.com or call this office at (518) 828-6622 prior to the examination.

MINIMUM QUALIFICATIONS: A candidate must meet the qualifications on or before the last filing date.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS & QUESTAR III: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or Questar III as involving direct contact with students, a clearance for employment from the State Education Department is required.

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

NOTE: Evaluation of foreign post secondary education is required. Please ask for a listing of private/not-for-profit agencies who evaluate foreign credentials. You must obtain an independent evaluation of your education to verify the equivalency of same to the minimum qualifications. This must be presented with your application at time of filing.
Minimum Qualifications: (ON OR BEFORE LAST FILING DATE)

a) Possession of an associate's degree and two years experience in a position involving duties related to pricing and purchasing supplies and equipment; OR

b) Graduation from high school or the possession of a high school equivalency diploma and four years experience as described in (a) above; OR

c) An equivalent combination of training and experience as defined by the limits of (a) or (b) above.

Series Name: Purchasing and Storeskeeping

Subjects of examination: A written test designed to evaluate knowledge, skills and/or abilities in the following areas:

1. Arithmetic computation with calculator

These questions test for the ability to use a calculator to do basic computations. Questions will involve addition, subtraction, multiplication and division. You may also be asked to calculate averages, to use percents, and to round an answer to the nearest whole number. You should bring with you a hand-held battery- or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.

2. Principles and practices of purchasing

These questions test for candidates' knowledge of the principles guiding governmental purchasing operations and the ability to put them into practice. These questions may deal with but are not necessarily limited to such matters as the analysis of bids, the use of specifications, the award of contracts, the analysis of market factors that can affect the cost of a purchase, and the application of a set of rules to determine how to proceed with a purchase. Some arithmetic computation may be necessary. No specific knowledge of NYS purchasing laws, rules and regulations will be required to answer these questions.

3. Preparing written material

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

4. Understanding and interpreting written material

These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions only on what is presented in the passages and not on what you may happen to know about the topic.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: https://www.cs.ny.gov/testing/testguides.cfm

Use of calculators is RECOMMENDED

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