



OSWEGO COUNTY PURCHASING CLERK

The Oswego County Purchasing Department has an immediate opening for a Purchasing Clerk to perform specialized clerical work as support staff to the Director of Purchasing. The duties involve a significant amount of record keeping and processing in conjunction with the purchase of supplies, equipment, and contracted services procured by the County.

Qualifications: Completion of 60 semester credit hours at a regionally accredited or NYS registered college or university which must have included at least 6 credit hours in accounting, math or a closely related field and one (1) year of experience maintaining financial or purchasing accounts and records by posting figures to appropriate accounts, reconciling debits and credits, processing vouchers and bills, and verifying calculations; **OR** Graduation from high school or possession of an equivalency diploma and three (3) years of experience as described above. Experience using MUNIS preferred.

Permanent appointment to this position requires successful completion of the civil service examination.

Pay Rate: \$16.51 per hour per hour plus competitive benefits package including: health, life, dental and vision insurance; NYS Retirement; and Public Service Loan Forgiveness Program.

To Apply: Review of applications will begin immediately and continue until position is filled. Please visit our website to complete an online application or submit a paper application to the address below.

Oswego County Human Resources Department
46 East Bridge Street
Oswego, New York 13126
(315) 349-8209 Fax: (315) 349-8254
Email: humanresources@oswegocounty.com
Web: www.oswegocounty.com/humanresources

AA/EEO EMPLOYER