



## OSWEGO COUNTY SENIOR PURCHASING CLERK

The Oswego County Purchasing Department has an immediate opening for a Senior Purchasing Clerk to assist the Purchasing Director with purchasing a wide range of materials, supplies and equipment for Oswego County Departments. The work involves responsibility for processing requisitions and purchase orders, review of bid specifications, contracts and Requests for Proposals in accordance with New York State Laws and County policies. The Senior Purchasing Clerk acts as liaison between the purchasing department, personnel in other County departments or municipal governments and the general public regarding information relative to contracts, contract procedures and the bid process.

**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 two (2) years 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 four (4) 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:** \$17.51 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](mailto:humanresources@oswegocounty.com)  
Web: [www.oswegocounty.com/humanresources](http://www.oswegocounty.com/humanresources)

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