JOB VACANCY ANNOUNCEMENT
(Civilian)

VACANCY #: 2020001
CLASS CODE: 2TA4

VACANCY TITLE: Purchasing Administrator IV
VACANCY LOCATION: Fiscal Division - GHQ - Indianapolis

STARTING SALARY: $26,702.00 *Starting salary may be adjusted based on education, experience and training.
OPEN DATE: January 17, 2020
CLOSE DATE: January 31, 2020

Job Description: (Responsibilities/Duties)
To serve as a civilian employee of the Indiana State Police whose primary responsibility is to procure goods and services for the Indiana State Police Department. To process procurement requests for goods and services. To verify invoices against purchase orders so payments can be made to vendors. To review unliquidated requisitions and purchase orders in the state financial system (PeopleSoft) to ensure correctness.

Minimum Requirements:
A. Education, Training, Experience
Must be a high school graduate or possess the equivalent GED. Must be able to apply basic accounting and math skills. Must be able to process procurement requests for goods and services. Must be able to analyze quote packages received from vendors, and select appropriate vendors for goods and services. Must be able to send out requests for quote packages on purchases of $2,500.00 or more.

B. Physical
Work is normally performed in an office environment, with minimal physical effort required.

Additional Comments: To be considered for this position you need to apply on-line at: Indiana State Police - Career Opportunities - Civilian Opportunities at https://www.in.gov/isp/3627.htm

Must be able to successfully pass a background investigation. Applicants are asked to submit a complete work history. All applicants are required to submit copies of high school transcript or GED certificate, any college transcripts, technical certificates and a military DD214 (if applicable). Please indicate your name and the position for which you have applied when forwarding all attachments.

Please e-mail the above listed items to ISPCivilianJobs@isp.in.gov or mail to:

Indiana State Police
Human Resources Division
100 North Senate Avenue
Indianapolis, IN 46204-2259
Attn: Brandon Lowe

Indiana State Government is an E-Verify employer and all new employees are required to have their employment eligibility verified through the Department of Homeland Security and Social Security Administration. To remain in accordance with the law, the Immigration Reform and Control Act requires that we certify the identity and work eligibility of all new employees. Therefore, this appointment is subject to your presentation of proper documentation as required by the law. The Employment Eligibility form (Form I-9) and all other needed documentation can be found at www.oscs.gov/files/form/I-9.pdf. Please note that if you submit a document from list B of Form I-9, this document must contain a photo ID to establish identity. All new employees must present the required documents in person, on your first day of employment. Failure to comply may result in dismissal until proper identification can be provided.

Benefits
The Indiana State Police offers a comprehensive benefit package which includes medical, dental, vision, life insurance, retirement plans and accrued leave.

Equal Employment Opportunity
The Indiana State Police is an Equal Opportunity Employer.

AUTHORITY: Major Sorldos

by: Brandon Lowe
Personnel Officer I