

TOWN OF TRUMBULL  
CIVIL SERVICE BOARD  
ANNOUNCES AN EXAMINATION FOR  
**PURCHASING AGENT**

---

SALARY: current \$68,732; effective 7/1/14 \$70,279  
HOURS: 40 hrs.

CLOSING DATE: Postmarked by Friday, April 18, 2014

**Minimum Qualifications Required:**

In order to be considered for this examination, you must indicate on your application that you have the following experience and training.

- Bachelor's degree in Business Administration, Accounting or some closely related field, six years of increasingly responsible purchasing experience, and (3) three years in a supervisory capacity.

**General Information on this Examination**

<b><u>Parts</u></b>	<b><u>Weights</u></b>
Oral examination	90%
Experience & Training	<u>10 points</u>
	100%

Each candidate must have had the required experience and training to be eligible for this examination. Before final certification, each applicant must successfully pass a physical examination attesting to physical ability to perform the duties involved.

This examination will be conducted for the Town of Trumbull by the Trumbull Civil Service Board within the authority of Section 7-413 of the 1959 revision of the State of CT. Please notify the Civil Service office in advance of the examination of any disability which may require special accommodation. Anyone claiming Veterans' Preference must bring original DD 214 document. All applicants are investigated for police records, and motor vehicle if driving is necessary for the position.

Applicants must be citizens of the United States or must present proper authorization to work in the United States by the closing date.

APPLICATIONS: Applications may be obtained online at [www.trumbull-ct.gov](http://www.trumbull-ct.gov) or from the Civil Service Office, Trumbull Town Hall, between 9 A.M. and 5 P.M, Monday through Friday. Applications must be postmarked or on file with the HR/Civil Service Board, Town Hall, Trumbull, Connecticut, 06611 by Friday, April 18, 2014.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**