

CAREER OPPORTUNITY
UNITED STATES DISTRICT COURT, WESTERN DISTRICT OF TENNESSEE

DATE: July 6, 2012
ANNOUNCEMENT NO.: 12-03
POSITION TITLE: Procurement Technician/Specialist I
DUTY STATION: Memphis, TN
Classification Level: CL 24 or CL25 (\$34,356 - \$47,448)
CLOSING DATE: July 27, 2012

POSITION OVERVIEW:

The Procurement Technician/ Specialist performs and coordinates administrative and technical work related to ensuring that court units are supplied with the materials, equipment, and services required to function optimally. This includes ensuring compliance with the appropriate guidelines, policies, and approved internal controls. The incumbent will purchase supplies, equipment, and furnishings and maintain service contracts.

QUALIFICATIONS:

Must be detail oriented and have knowledge of general office practices with strong emphasis on procurement, organization and automation skills. Three to five years of related experience is required. Knowledge of purchasing and procurement practices and procedures is required. A college degree and government purchasing/procurement experience desired

REPRESENTATIVE DUTIES:

- Procure supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids or existing government contracts. Plan and coordinate time and delivery of purchases.
- Assess requests for goods and services by ensuring that they are allowable under limitations, restrictions, and policies, as well as determining availability of funds. Review accounting records of each functional allotment and reconcile accounts. Ensure that accounts have funds available for items being purchased. Prepare spreadsheets and maintain databases to track certain expenditures.
- Adhere to the Guide to Judiciary Policies and Procedures and Judiciary Procurement Program Procedures on procurement practices. Adhere to the court unit's internal control procedures.
- Identify and maintain lists of vendors and sources of supply for goods and services. Review, evaluate, verify, and process invoices and prepare payment requests. Update the inventory listing of property and conduct inventory reconciliations.

REQUIRED COMPETENCIES (Knowledge, Skills and Abilities):

Procurement

- Knowledge of relevant procurement and property management procedures, guidelines, policies, practices, and protocols used within the court unit. Knowledge of the court unit's needs and usage of supplies, equipment, and services. Knowledge of the financial systems needed to enter information for payments. Knowledge of vendors and their locations. Knowledge of the inventory guidelines and automated systems used for tracking inventory. Skill in completing various forms used in the procurement process and maintaining related records.

Court Operations

- Knowledge of the functions and procedures of the court unit.

Judgment and Ethics

- Knowledge of, and compliance with, the Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

Written and Oral Communication/Interaction

- Ability to communicate effectively (orally and in writing) with requesters and vendors, providing customer service and resolving difficulties while complying with regulations, rules, and procedures. Ability to communicate with requesters to determine actual needs; ability to evaluate whether proposed purchases will meet those needs.

Information Technology/Automation

- Skill in the use of automated equipment including word processing, spreadsheet, and database applications, as well as financial and accounting systems, databases and systems used for tracking inventory, preparing purchase orders, and other systems related to procurement activities.

BENEFITS:

This is a full-time position with federal salary and benefits based on qualifications and experience. The starting salary is within the Court Personnel System's Classification Levels 24 - 25 and will be based on education and years of relevant experience consistent with salary guidelines and regulations. The position does carry regular government employment benefits including health and life insurance, retirement, and the Thrift Savings Plan.

Employees of the U.S. District Court serve under "Excepted Appointments" and are "at will" employees, serving at the pleasure of the court. The position does not have the tenure rights of the competitive Civil Service. Applicants are responsible for their own interview travel expenses. This position is subject to mandatory Electronic Funds Transfer (direct deposit) participation for payment of net pay. Incumbent will undergo a background check, including FBI fingerprint check.

Applicants must be a U.S. Citizen or eligible to work in the United States.

Interested parties must submit completed application along with cover letter and resume to Tnwdjobs@tnwd.uscourts.gov with reference to vacancy announcement 12-03 and the job title in the e-mail's subject line.

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