

**PROCUREMENT TECHNICIAN
U. S. PROBATION OFFICE
MEMPHIS, TENNESSEE
SALARY RANGE - CL 25/1 (\$37,941) - CL 25/25 (\$47,448)
OPEN UNTIL FILLED
POSITION NO. PT01-12**

The Procurement Technician will perform and coordinate administrative, technical and professional work ensuring that the court unit is provided with supplies, materials, equipment and services required for optimal functionality. The incumbent's duties will include purchasing supplies, equipment and furnishings with a set dollar amount, and preparing bids as required. He/she will prepare purchase orders from approved requests, review invoices from suppliers and prepare payment vouchers for approval, including supporting documentation. Other duties will include assisting with procurement related projects and assist with space construction projects at the direction of higher level staff. The Procurement Technician will ensure compliance with appropriate guidelines, policies and internal controls.

Applicants **MUST** submit a letter of interest, resume, and completed AO 78 to: tnwpjobs@tnwd.uscourts.gov (Only the AO 78 federal application is acceptable). **NO HARD COPIES OR FAXES WILL BE ACCEPTED.** Reference position number PT01-12. Full posting and employment application available at: <http://www.tnwd.uscourts.gov>. **No phone calls please. OPEN UNTIL FILLED.**

**THE U. S. PROBATION OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER.
ELECTRONIC FUND TRANSFER (EFT) FOR SALARY IS MANDATORY.**

Job Title	Procurement Technician	CL - 25
Occupational Group*	Administrative Court Support	

Job Summary

The Procurement Technician performs and coordinates administrative, technical, and professional work ensuring that the court unit is provided with supplies, materials, equipment, and services required for optimal functionality. The incumbent ensures compliance with appropriate guidelines, policies, and internal controls. Duties include purchasing supplies, equipment, and furnishings within a set dollar amount, and preparing bids, as required. The Procurement Technician may assist with procurement related projects at the direction of higher level staff.

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. Compare invoices against purchase orders for type, quantity, and condition.
- Assess requests for goods and services by ensuring they are allowable under limitations, restrictions, and policies. Confirm availability of funds. Provide expenditure reports to supervisor for budget control purposes.
- Prepare purchase orders from approved requests; ensuring proposed purchase will satisfy the requestor's need, and forward for approval. Review invoices from suppliers and prepare payment vouchers for approval, including supporting documentation.
- Order repairs and oversee maintenance on office equipment, including monthly meter reading for all leased copiers. Deliver and issue materials and supplies to requestors and offices throughout the district.
- Adhere to the *Guide to Judiciary Policy* and *Judiciary Procurement Program Procedures*. Adhere to the court unit internal controls procedures.
- Assist with space construction projects: review blueprints and suggest alternate layouts for maximum use of space; research potential vendors; order supplies and furniture for new space projects.

Factor 1 – Required Competencies (Knowledge, Skills, and Abilities)

Procurement

- Knowledge of procurement procedures, guidelines, policies, practices, and protocols used within the court unit. Knowledge of general government procurement policies and procedures. Knowledge of the court unit's needs and usage of supplies, equipment, and services. Knowledge of financial systems and protocols needed to maintain purchase order information and invoice payment data entry. Skill in preparing request for quotation documents. Skill in completing various forms used in the procurement process and maintaining related records. Skill in planning and coordinating time and delivery of purchases. Ability to interpret and implement federal judiciary guidelines and policies regarding purchasing.

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 Judiciary 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 requestors and vendors, providing customer service and resolving difficulties while complying with regulations, rules, and procedures. Ability to communicate with requestors to determine actual needs; and, ability to evaluate whether proposed purchases will meet those needs.

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Information Technology and Automation

- Skill in the use of automated equipment including word processing, spreadsheet, and database applications. Skill in the use of systems used for preparing purchase orders, and completing other procurement related tasks.

Factor 2 – Primary Job Focus and Scope

The primary focus of the job is to purchase materials, equipment, and supplies that support the functioning of the unit through understanding the needs and priorities of the customers and users, as well as evaluating whether current procurement activities are meeting those needs. The Procurement Technician ensures accuracy and completeness of data, quality of service, and compliance with internal controls, government requirements, regulations, and policies, while preventing legal or personal liability against the unit executive and the employee. The work impacts mainly the personnel of the unit served. Adequate supplies, operating equipment, and working environment are important to create an efficient work atmosphere.

Factor 3 – Complexity and Decision Making

The job involves gathering and analyzing information to make routine purchases of supplies, equipment, and furnishings. Decisions are based on knowledge of the policies, practices, and guidelines related to purchasing supplies, equipment, and furnishings within the court unit. The Procurement Technician usually develops options and recommends a course of action based on experience and expertise.

Factor 4A – Interactions with Judiciary Contacts

The primary judiciary contacts are the court unit staff for the purpose of determining purchasing needs and delivering supplies, equipment, services, and furnishings.

Factor 4B – Interactions with External Contacts

The primary external contacts are vendors for the purpose of obtaining quotes and purchasing supplies, equipment, services, and furnishings.

Factor 5 – Work Environment and Physical Demands

Work is performed in an office setting and may occur at off-site locations or temporary duty stations. The position requires routine lifting of boxes and moving furniture and equipment.

*Occupational Group:

Revised: 7/21/2011

Operational Court Support Positions = **O**
 Administrative Court Support Positions = **A**
 Professional Administrative Positions = **PA**
 Professional Line Positions = **PL**