



Memphis
167 N. Main, Rm 242
Memphis, Tennessee 38103

Jackson
111 South Highland
Jackson, Tennessee 38301

www.tnwd.uscourts.gov

Important Dates:

Opening Date:
April 4, 2026

Closing Date:
Open until filled.

*The U.S. District Court for
the Western District of
Tennessee is an Equal
Opportunity Employer*

Apply to:

tnwdjobs@tnwd.uscourts.gov

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT Western District of Tennessee

Vacancy #: 26-07

Position: Procurement and Facilities Specialist

Classification: CL 24

Salary Range: \$44,701 to \$55,882

Duty Station: Memphis, Tennessee

Position Overview:

The Clerk's Office of the U.S. District Court for the Western District of Tennessee is seeking a Procurement and Facilities Specialist. The Procurement and Facilities Specialist provides support to the court's finance, procurement, and facilities office in accordance with approved internal procedures and policies. The incumbent assists other financial staff by reviewing specific documents and entering financial transactions. The Procurement and Facilities Specialist performs a combination of manual and clerical work for managing inventory, supplies, shredding bins, furniture moves and set up, court event setups, and repair projects.

Representative Duties:

- Assists with financial duties, including scanning of financial documents, assisting with the data entry of approved invoices for payment, creating and amending travel obligations, and reconciling reports.
- Manages the inventory and organization of supplies. Ensures that adequate supplies are available and procures supplies when needed. Issues and delivers materials and supplies to requesting offices.
- Perform the duty of Custodial Officer. Tag furniture and other office materials for the purpose of tracking inventory. Move, set up, and examine furniture and equipment. Update and manage inventory records.
- Manages maintenance of shredding/recycling bins, escorts contractors for project work, coordinates moving assignments, maintains a tracking list for all space/facilities activities, maintains tracking, follow-up, and resolution of space/facilities issues, and tracks mail usage amounts and postage meter balances.
- Prepare purchase orders from approved requests, ensuring the proposed purchase will satisfy the requestor's need, and forward for approval. Review invoices from suppliers and prepare payments 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.
- Reports maintenance and repair problems to the General Services Administration (GSA).
- Assists with furniture moves, court event setups, and repair projects throughout the Clerk's Office and courthouses.
- Performs other duties as assigned.



WDTN MISSION

The mission of the Clerk's Office of the United States District Court for the Western District of Tennessee is to serve the public and support the court with a commitment to excellence.

Conditions of Employment:

- All applicants must be a U.S. citizen or must be a lawful permanent resident (i.e. green card holder) seeking U.S. citizenship or must complete an affidavit indicating their intent to apply for citizenship when they become eligible to do so.
- Completion of FBI Fingerprint background check with periodic investigation, if applicable.
- Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. Retention depends upon a favorable suitability determination.
- Employees are subject to mandatory electronic funds transfer.
- Employees are considered "at will".
- Employees are required to adhere to the [Code of Conduct](#) for Judicial Employees.

The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.

Qualifications:

The successful candidate must have at a minimum a high school diploma or the equivalent and demonstrate that he/she possesses:

- General understanding of financial transactions and the ability to learn responsibilities specific to the court.
- General understanding of procurement procedures, policies, and practices.
- Skill and accuracy in working with numerical calculations.
- Strong organizational and time-management skills with attention to detail and the ability to manage multiple tasks simultaneously.
- Excellent interpersonal and communication skills, with the ability to build positive relationships with Court staff, educators, and community partners.
- Proficiency with standard office software and technology, including word processing, spreadsheets, email, and virtual meeting platforms.
- Ability to work both independently and collaboratively in a professional, team-oriented environment.
- Professionalism, discretion, and the ability to handle sensitive information with confidentiality.
- Ability to lift 30lbs.

Application Procedure:

Applicants must submit a single PDF document to tnwdjobs@tnwd.uscourts.gov with:

- Cover letter (include vacancy announcement # 26-07)
- Resume
- Completed Federal Judicial Branch Application for Employment [AO78](#)
- Subject line of email must contain: Procurement and Facilities Specialist Vacancy #26-07

Application materials that do not adhere to this procedure may not be considered. Application materials submitted in addition to the required documents may not be considered or retained. Separate applications must be made to each vacancy announcement. Only candidates selected for an interview will be contacted. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

Benefits:

Regular, full-time employment in the federal judiciary offers benefits, including paid vacation depending on years of employment, participation in the federal retirement system, and Social Security. Life, health, long-term care, long-term disability insurance programs, flexible spending accounts, participation in the Thrift Savings Plan (401K) Plan, plus eleven paid holidays per calendar year.

Temporary and part-time employees may be eligible for certain benefits depending on the length of the appointment. Detailed information regarding benefits for federal employees may be found [here](#).