

# \*\*\* CAREER OPPORTUNITY \*\*\*



## UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF TEXAS

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<b>Position Title:</b>	<b>Procurement Specialist #22-17</b>
<b>Location:</b>	<b>Dallas, Texas</b>
<b>Closing Date:</b>	<b>Open until filled</b>
<b>Salary/Range:</b>	<b>CL 25/26 (\$47,337-\$84,774)*</b>

\*Depending upon qualifications and experience

### POSITION OVERVIEW:

The United States District Court for the Northern District of Texas is recruiting for the position of Procurement Specialist. This position is in the U.S. District Clerk's Office in Dallas, and reports to the Procurement Supervisor. The Procurement Specialist is a shared administrative service position that performs procurement activities requiring knowledge of procurement policies and practices. Advanced procurement activities include preparing complicated specifications, negotiating service contracts, and preparing significant and large purchase orders.

### REPRESENTATIVE DUTIES:

- Adhere to the Guide to Judiciary Policy and Judiciary Procurement Program Procedures. Adhere to procurement internal control procedures and other applicable federal laws and regulations.
- Procure supplies, equipment, services, and furnishings, including large and complex procurements through new contracts, competitive bids, or existing government contracts. Seek lowest technically acceptable cost options available. Plan and coordinate time and the delivery of purchases.
- Research and evaluate vendors, prepare contract specifications, obtain, and review bids, and negotiate the terms and conditions of contracts. Assist the Procurement Supervisor with contracts.
- Ensure proper documentation is maintained on all purchases and Reimbursable Work Authorizations (RWA) for audit purposes. Maintain purchasing records and reports.
- Assess requests for goods and services by ensuring that they are allowable under limitations, restrictions, and policies, as well as determining the availability of funds.
- Prepare purchase orders and enter obligations into the Judiciary Integrated Financial Management System (JIFMS).
- Check deliveries and invoices against purchase orders for type, quantity, and condition.
- Process invoices for payment to vendors and contractors in Judiciary Integrated Financial

Management System (JIFMS), including preparing payment vouchers, referencing, and closing outstanding obligating documents, and obtaining approvals.

- Assist with Court Reporter and Interpreter contracts and invoices.
- Make procurement recommendations to the court unit executive. Process and recommend the cyclical replacement and maintenance of property and facilities.
- Monitor un-liquidated obligations.
- Help to coordinate yearly excessing of all property, including automation and furniture.
- 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.
- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production, and distribution capabilities as well as the reputation and history.
- Prepare specifications, solicitations, and requests for qualifications/proposals, research products and equipment; prepare product/equipment specifications. Obtain and review competitive bids, quotes, and proposals from vendors and contractors; discuss evaluations and review with requesters and subject matter experts.
- Negotiate with vendors for the best price over contracted services and purchases. Coordinate with selected vendors on supply and delivery of purchased items.
- Adhere to training guidelines and maintain contracting officer training documentation.

#### **QUALIFICATIONS:**

To qualify for the position of procurement specialist, the candidate must have a minimum of two years of clerical or administrative experience and one year of specialized administrative experience that provides knowledge of the rules, regulations, procedures, and practice of procurement procedures, and involves the routine use of automated procurement systems.

The candidate should also have experience working in a team environment and possess a strong work ethic. The candidate should possess strong customer service, time management, organizational, analytical, verbal and written communication skills. Solid computer skills are required, including proficiency in Adobe Acrobat and Microsoft Office. Lifting boxes and moving light equipment is required. Travel to locations within the Northern District of Texas is required. High school diploma or equivalent is required, and a bachelor's degree is preferred.

#### **BENEFITS:**

Benefits include participation in the Federal Employees Retirement System, choice of a health benefit plan from several options, dental, life insurance, long term disability, long term care, annual/sick leave, federal holidays, and periodic salary increases. This position is subject to mandatory Electronic Funds Transfer for payment of net pay. Annual leave of 13-26 days, 13 days of sick leave, and 11 paid federal holidays per year. The incumbent will work primarily in the office in downtown Dallas, but limited telework, not to exceed two days per pay period, is available.

#### **OTHER:**

Employees of the U.S. District Court for the Northern District of Texas are excepted service appointments. Employees are considered at will and are not covered by federal civil service classifications or regulations. Immigration law requires public employers to hire individuals who are lawful permanent residents (i.e., green card holders) seeking U.S. citizenship.

**Employees hired or promoted on or after November 1, 2021, must be fully vaccinated against COVID-19 and comply with all COVID-19 vaccination directives as a condition of employment. Proof of vaccination will be required prior to entrance on duty.** Employees must adhere to the Judiciary Code of Ethics and Conduct.

The final candidate will be subject to a background investigation by law enforcement agencies, which includes FBI fingerprinting and credit check. Employment will be contingent upon a favorable response from this investigation.

Due to the high volume of applicants received, the Court will only communicate with applicants who will be considered for interviews. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

**TO APPLY:**

Qualified applicants must submit a detailed resume, salary history, and a cover letter. Please email a single PDF to [humanresources@txnd.uscourts.gov](mailto:humanresources@txnd.uscourts.gov). The subject line must include: "#22-17."

**\*\*\* *The Court is an Equal Opportunity Employer* \*\*\***

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct. **This court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative.** The decision on granting reasonable accommodations will be made on a case by case basis.