

Career Opportunity

Position: Procurement Specialist

Vacancy Number: 26-16

Location: Dallas, TX

Closing Date: Open Until Filled

Starting Salary/Range: CL-25/CL-26

\$53,662-\$96,066*

*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 incumbent is responsible for directing, optimizing, and coordinating full order cycle of supplies, equipment, miscellaneous services, furnishings and repairs for the U.S. District and Bankruptcy Court for the Northern District of Texas.

Responsibilities:

- Learn and 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.
- Update and enter information on purchase orders, oversees receiving, warehousing distribution and maintenance operations. Liaises with requesting offices to ensure requests are received.
- Prepare and maintain accurate documentation related to shipments, orders, and inventory.
- 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.
- Participate in the development and implementation of process improvements to enhance overall logistics operations.
- 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).



U.S. District Court for the Northern District of Texas

The Northern District of Texas is made up of 100 of the 254 counties in Texas.

Nine of the cities in the district are among the top twenty most populous cities in Texas. Two of the cities, Dallas and Fort Worth, are in the top twenty most populous cities in the country.

Geographically, the district encompasses more than 96,000 square miles, making it the largest land area federal district in the country, except for those that encompass an entire state.

Many of the nation's Fortune 500 companies are either headquartered or have a major presence in the Dallas/Fort Worth Metroplex.

Qualifications:

To qualify for the position of procurement specialist, the candidate must have a minimum of two years of clerical or administrative experience and a basic understanding of logistics and supply chain concepts. 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. Strong attention to detail and organizational skills to ensure accurate recordkeeping and timely delivery.

The candidate should also have experience working in a collaborative 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:

The United States District Court falls within the Judicial Branch of the U.S. Government. Policy for the Judicial Branch is determined by the Judicial Conference of the United States. Appointments in the District Clerk's Office are made by the Clerk of Court under authority of 28 U.S.C. § 751. Benefits include participation in the Federal Employees' Retirement System which contributes to the Social Security Retirement Program, Federal Employees' Health Benefits, Federal Employees' Group Life Insurance, Thrifts Savings Plan (like a 401(k) plan, with employer matching contributions), 11 paid federal holidays and annual/sick leave accrual. An overview of Federal Judiciary benefits is accessible at:

<http://www.uscourts.gov/careers/benefits>

Other:

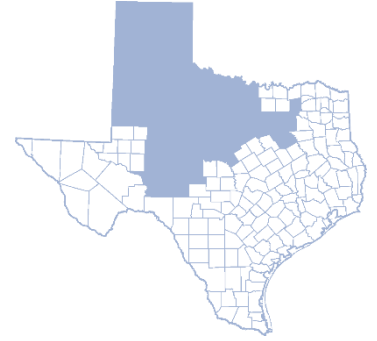
Employees of the U.S. District Court for the Northern District of Texas are excepted service appointments. Employees are considered at will and are not covered by federal civil service classifications or regulations. Immigration law requires public employers to hire individuals who are lawful permanent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

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.

Candidates who are selected for employment in the judiciary must successfully pass a background check or investigation as a condition of employment. The background check will include, at a minimum, an FBI fingerprint check. Full field investigations will be conducted on positions that are classified as high-sensitive. Once employed, the candidate may be subject to periodic background investigation updates.

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.** Decisions on granting reasonable accommodations will be made on a case-by-case basis.



How to Apply

Qualified applicants must submit a cover letter, detailed resume, and salary history to Human Resources by emailing the items. The subject line must include: "26-16."

Email Address:

humanresources@txnd.uscourts.gov



Visit Our Website:

www.txnd.uscourts.gov