

Career Opportunity

Position: Contracting Specialist

Vacancy Number: 26-22

Location: Dallas, TX

Closing Date: Open Until Filled

Starting Salary/Range: CL 26/27 (\$50,737 - \$90,606)*

*Depending upon qualifications and experience

Position Overview:

The United States District Court for the Northern District of Texas is seeking an experienced procurement professional to serve as a Contracting Specialist within the U.S. District Clerk's Office in Dallas. This position reports to the Procurement Officer and serves as a Contracting Officer responsible for managing a wide variety of acquisitions supporting court operations throughout one of the largest federal judicial districts in the nation.

The Contracting Specialist performs advanced procurement activities requiring substantial knowledge of procurement policies, contracting principles, negotiation techniques, and sound business judgment. Responsibilities include acquisition planning, solicitation development, source selection, contract administration, and procurement oversight involving facilities, technology, furnishings, professional services, operational support requirements, and construction-related acquisitions.

The successful candidate will independently manage multiple procurement projects while ensuring compliance with Judiciary procurement policies, applicable regulations, and internal controls.

Responsibilities:

- Adhere to the Guide to Judiciary Policy, Judiciary Procurement Program procedures, procurement internal controls, and applicable federal laws and regulations.
- Serve as a Contracting Officer and independently manage procurement actions from initial requirement development through contract award and closeout.
- Procure supplies, equipment, services, furnishings, technology systems, facilities-related services, and construction-related requirements through competitive acquisitions, existing government contracts, and open-market procurements.
- Develop acquisition strategies and procurement plans that support operational requirements while ensuring best value to the Judiciary.
- Prepare specifications, statements of work, solicitations, requests for quotations, requests for proposals, and other acquisition documents.
- Research and evaluate vendors, obtain and review quotations, bids, and proposals, and conduct source selection activities.
- Negotiate contract terms, pricing, and other acquisition-related matters with vendors and contractors.
- Assess requests for goods and services to ensure compliance with applicable limitations, restrictions, policies, and funding availability.



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.

- Coordinate with court units, subject matter experts, facilities personnel, information technology staff, and vendors to ensure requirements are accurately defined and successfully executed.
- Prepare purchase orders and enter obligations into the Judiciary Integrated Financial Management System (JIFMS).
- Ensure complete and accurate procurement files are maintained and audit-ready, including all supporting documentation for purchases, contracts, and Reimbursable Work Authorizations (RWAs).
- Administer contracts and monitor contractor performance to ensure compliance with contractual requirements.
- Process invoices and payments within JIFMS, including payment vouchers, obligation management, closeout activities, and approval coordination.
- Execute and maintain Court Reporter and Interpreter contracts and associated payments.
- Monitor unliquidated obligations and conduct periodic reviews of outstanding procurement actions.
- Assist with cyclical replacement planning and maintenance of facilities, furnishings, technology, and other court assets.
- Coordinate district-wide excess property activities, including automation equipment, furnishings, and related assets.
- Conduct vendor market research and maintain sources of supply for goods and services.
- Review supplier capabilities, pricing structures, quality standards, reliability, support services, and delivery performance.
- Travel periodically to divisional offices located in Fort Worth, Wichita Falls, Abilene, San Angelo, Lubbock, and Amarillo.
- Maintain required contracting officer training and certification documentation.

Qualifications:

This position requires a minimum of three years of specialized procurement, contracting, acquisition, supply chain, purchasing, or related experience demonstrating progressively responsible duties.

The successful candidate must be capable of independently managing multiple projects simultaneously, exercising sound judgment, and working with limited supervision. Strong organizational, analytical, written communication, negotiation, and customer service skills are essential.

Experience should demonstrate knowledge in one or more of the following areas:

- Contract administration
- Competitive sourcing and procurement
- Acquisition planning
- Vendor negotiations
- Procurement compliance
- Facilities, construction, technology, or service procurements
- Financial and procurement systems
- Audit-ready documentation practices

A bachelor's degree in business, public administration, supply chain management, finance, or a related field is preferred.

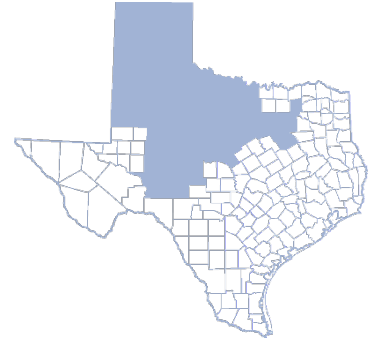
Preferred Qualifications:

- Federal, state, or local government procurement experience.
- Experience serving as a Contracting Officer or purchasing authority.
- Experience developing solicitations, specifications, or statements of work.
- Experience administering service, construction, or technology contracts.
- Experience with facilities-related or technology-related procurements.
- Experience interpreting procurement regulations, policies, and internal controls.

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: "26-22."

Email Address:

humanresources@txnd.uscourts.gov



Visit Our Website:

www.txnd.uscourts.gov