

VACANCY ANNOUNCEMENT

U.S. PROBATION OFFICE

EASTERN DISTRICT OF PENNSYLVANIA

VACANCY: #16-12

POSITION: Procurement Specialist

LOCATION: Philadelphia, PA

OPENING DATE: July 25, 2016

CLOSING DATE: August 5, 2016 (By 5:00pm); or until filled. (First consideration given to applicants who apply on or before August 5, 2016.)

TARGET GRADE: CL 25 (\$41,866 to \$68,046; depending on experience and qualifications)

JOB SUMMARY

The United States Probation Office, Eastern District of Pennsylvania is seeking qualified applicants for the position of Procurement Specialist. The Procurement Specialist performs and coordinates administrative, technical, and professional work related to ensuring that court units are supplied with the materials, equipment, and services required to function optimally, including ensuring compliance with the appropriate guidelines, policies, and approved internal controls. Procurement specialists may lead the work of procurement services technicians or administrative support staff; however, their responsibilities do not typically involve formal supervisory responsibilities. An employee in this benchmark may be the sole procurement staff member in a court unit and/or may report to a procurement supervisor or manager. Procurement specialists in this benchmark purchase supplies, equipment, and furnishings within a set dollar amount. In addition, they may maintain service contracts.

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.
- Assess requests for goods and services by ensuring that they are allowable under limitations, restrictions, and policies, as well as determining availability of funds. Review accounting records of each functional allotment and reconcile accounts. Ensure that accounts have funds available for items being purchased. Prepare spreadsheets and maintain databases to track certain expenditures.
- Adhere to the Guide to Judiciary Policies and Procedures and Judiciary Procurement Program Procedures on procurement practices. Adhere to the court unit's internal control procedures.

- 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.
- Compare invoices against purchase orders for type, quantity, and condition.
- 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.
- Process bills and invoices for payment to travel vouchers submitted by employees.
- Assist with space construction projects: review blueprints and suggest alternate layouts for maximum use of space; research potential vendors.
- Any other duties as assigned.

QUALIFICATIONS

To qualify for the position of Procurement Specialist, the candidate must be a high school graduate or equivalent and 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, and 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. A bachelor's degree in related field is preferred.

TO APPLY

Resume and cover letter should be e-mailed to:

PAEPdb_ProbationMail@paep.uscourts.gov

*Please include Vac. #16-12 in the subject line.

**Please include official college transcripts prior to interview if selected.

***Please complete the Declaration for Federal Employment and Federal Judicial Branch Application for Employment prior to interview, which can be found at <http://www.paep.uscourts.gov/job-opportunities>

Or mailed to:

Chief U.S. Probation Officer
Attn: Human Resources Specialist
Suite 2400, Federal Office Bldg.
600 Arch Street
Philadelphia, PA 19106

SELECTION PROCESS

Applicants will be considered on the length and quality of experience and demonstrated performance. The process will include an interview, review of each candidate's personnel file, input from applicant's immediate supervisor, and senior management. Selection will be in accordance with the Equal Employment Opportunity Plan for the U.S. District Court, Eastern District of Pennsylvania.