



U.S. Court of Appeals for the Fourth Circuit

Office of the Clerk Position Announcement 16-05

POSITION:	Automation Procurement Specialist
LOCATION:	Richmond, Virginia
SALARY/CLASSIFICATION LEVEL:	\$39,996-\$71-581 (CL25/26)
CLOSING DATE:	Apply by July 29, 2016 – open until filled

ABOUT THE COURT

The United States Court of Appeals for the Fourth Circuit is one of twelve regional appellate courts within the federal judicial system. The court hears appeals from the nine federal district courts in Maryland, Virginia, West Virginia, North Carolina, and South Carolina and from federal administrative agencies. The court's headquarters are in Richmond, Virginia. For more information about the Fourth Circuit Court of Appeals, please visit: <http://www.ca4.uscourts.gov>.

POSITION OVERVIEW

The Automation Procurement Specialist is a member of the court's IT team and reports to the User Support and Training Manager. This position provides procurement, administrative and technical support to the court's information technology team. Representative duties include:

- Procure IT equipment, services and supplies from government and non-government sources through new contracts, competitive bids and/or existing government contracts (e.g., Networx, BPA, SEWP).
- Assist in negotiating price, specifications and terms of contracts including cyclical maintenance and/or replacement; maintain lists of vendors and contacts for goods and services for IT staff.
- Process purchase transactions using the Judiciary Information Financial Management System (JIFMS) and review invoices for accuracy while adhering to the Guide to Judiciary Policy and Volume 14 procurement procedures and complying with the court's internal control procedures.
- Administers the court's toner plan, software licenses and IT equipment recalls.
- Provide first level help desk support to end users and technical support in installing and configuring computer hardware and software programs.
- Provide administrative support to the IT team by making travel arrangements for team members, answering telephone inquiries and referring the callers for appropriate assistance, shipping equipment, entering data into court specific databases and coordinating equipment moves with team members and other court units.
- Perform other duties as assigned.

QUALIFICATION REQUIREMENTS

The applicant must be a high school graduate or equivalent. A bachelor's degree from an accredited college or university is preferred. Two years of general experience are also required (may be fulfilled by two years of education above the high school level). Qualification at classification level 25 requires one year of specialized experience equivalent to classification level 24. Qualification at classification level 26 requires one year of specialized experience equivalent to classification level 25.

Specialized experience consists of progressively responsible experience providing knowledge of the rules, regulations, practices and principles of procurement; requiring the routine use of automated financial and accounting systems or other computer-based systems and applications; or requiring proficiency in the use and support of a wide range of computer applications, including Microsoft Windows, Word, Excel, PowerPoint, and Adobe Acrobat.

Qualified applicants must be motivated, self-directed and present a professional demeanor. They must be willing to assume responsibility with a commitment to providing the highest level of service while managing multiple tasks, projects and priorities. Excellent collaboration skills with team members and other court staff is a must. The successful candidate must demonstrate initiative and an eagerness to learn and take on new challenges.

Extensive knowledge of Microsoft Windows and Microsoft Office and experience with the federal judiciary's procurement procedures and financial management system (JIFMS) are preferred.

EMPLOYEE BENEFITS

Vacation time accrues at a rate of 13 days per year the first three years and increases with tenure. Sick days accrue at a rate of 13 days per year. Ten paid holidays are provided annually. A variety of employer-subsidized federal health insurance plans are available. Dental and vision coverage, life insurance, and long-term care insurance are available. A flexible spending account program is provided. Employees participate in both the Federal Employees Retirement System (FERS) and the Thrift Savings Plan (similar to a 401(k) plan, with employer matching). The court offers a mass transit subsidy (budget dependent).

CONDITIONS OF EMPLOYMENT

Applicants must be citizens of the United States or be eligible to work in the United States and receive compensation. As a condition of employment, the selected candidate must complete a ten-year background investigation, with periodic updates every five years thereafter. Employment in this position requires the ability to lift and move heavy boxes and equipment up to 50 lbs. Employees of the federal judiciary serve under "Excepted Appointments," and are thus at-will employees who serve at the pleasure of the Court. Employees are required to use Electronic Funds Transfer (EFT) for payroll deposits.

APPLICATION PROCEDURE

To apply, please submit (1) a **cover letter** detailing your qualifications and experience as they relate to the requirements of the position; (2) a **resume** that includes the name, title, and contact information of three professional references; and (3) an **AO78–Application for Employment**, which is available at <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>

Completed applications should be emailed to: 4cca-vacancy@ca4.uscourts.gov, with a subject line referencing "Job Announcement 16-05". Applications should be received by July 29, 2016, to receive full consideration.