



United States Court of Appeals for the Fourth Circuit Notice of Vacancy

Procurement Specialist

Announcement #: 03-2017-PS **Appointment:** Permanent/Fulltime
Location: Richmond, VA
Salary Range: CL-26/CL-27: \$45,033-\$80,399. Salary is commensurate with experience and qualifications.
Closing Date: Open until filled. Preference given to applications received by April 14, 2017.

Position Description

The Procurement Specialist performs procurement activities requiring knowledge of procurement policies and practices in a shared services environment. The incumbent performs duties which ensure the court is supplied with the materials, equipment, and services to function optimally. The ideal candidate will demonstrate initiative, good judgment, attention to details, professionalism and a commitment to customer service, follow-through, ability to multi-task and readily adapt to fast-changing priorities, and a strong work ethic.

Representative Duties

- Procure supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids, or existing government contracts.
- Assess requests for goods and services by ensuring that they are allowable under Judiciary guidelines and determine availability of funds. Review accounting records of each functional allotment and reconcile accounts. Prepare spreadsheets and maintain databases to track certain expenditures.
- Research and evaluate suppliers based on a variety of established criteria. Maintain lists of vendors and sources of supply for goods and services. Review and verify invoices.
- 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. Evaluate and monitor contract performance to ensure compliance with contracted obligations; assist with clarifying contract requirements and resolving any conflicts. Recommend cyclical replacement of accountable property.
- Develop and justify annual budget needs for recurring services and other procurement contracts.
- Assist in writing and/or revising operating procedures for procurement management.
- Other duties as assigned or directed.

Qualifications and Requirements

- High school graduate or equivalent. A Bachelor's Degree in Accounting, Finance, Business Administration, or related field is preferred.
- CL-26 – a minimum of one year of specialized experience equivalent to work at CL-25. CL-27 – a minimum of two years of specialized experience, including at least one year equivalent to work at CL-26. Specialized experience includes progressively responsible experience that provided knowledge of the rules, regulations, procedures and practices of procurement administration and involved the routine use of automated procurement systems and applications.
- Ability to obtain Contracting Officer Contracting Program certification level 1 and 3, if not already certified.
- Ability to learn the federal judiciary financial systems along with skill and accuracy in mathematical calculations and data entry.

- Skill in negotiating terms and conditions of services and contracts with vendors and in preparing and maintaining purchase orders and other similar documents, as well as maintaining detailed records.
- Ability to conduct in-depth research, analyze options, and manage complex procurement and financial issues. Ability to evaluate and to tactfully advise as to whether or not proposed purchases will meet needs.
- Excellent communication skills, both oral and written.
- Thorough working knowledge of MS Office products including Word, Excel, and Access.
- Positive attitude, eagerness to learn, proven ability to work well with others, ability to manage multiple tasks and quickly respond to requests are essential.
- Ability to lift heavy items.
- Some travel may be required.

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 Agency-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). The court offers a mass transit subsidy (budget dependent).

Application Procedure

To apply, email (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 the contact information of three professional references; and (3) an **AO78–Application for Employment**, located at <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment> to the HR Administrator at **ce04_vacancy@ca4.uscourts.gov** (single PDF document preferred). Please include the title of the position in the subject line and the source of the announcement in the cover letter. Applicant materials submitted in addition to the required documents will not be considered. Receipt of applications will be acknowledged. Following acknowledgment, only those selected for an interview will be contacted.

Conditions of Employment

Applicants must be citizens of the United States or be eligible to work in the United States and receive compensation. Appointment to position is provisional pending suitability determination by the Court based on the results of a ten-year background investigation that is updated every five years. Employees of the United States Court of Appeals are “Excepted Appointments” and considered “At-Will,” and therefore serve at the pleasure of the Court. Employees are required to use Electronic Funds Transfer (EFT) for payroll deposits. The Court does not provide reimbursement for interview-related travel expenses or any relocation costs incurred by the successful applicant. Applicants selected for an interview will be tested.

The Court reserves the right to modify the conditions of this job, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown; any of these actions may occur without any prior written or other type of notice.

The United States Courts are an Equal Opportunity Employer.