



United States District Court Eastern District of New York

Vacancy Announcement (Open to current Federal Judiciary employees only) Announcement #16-07PROC

Position: Procurement Specialist

Location: Clerk's Office, Brooklyn, New York

Position Type: Full-Time Permanent

Salary Range: CL 26 Step 1 - CL 27 Step 61 (\$48,083-\$85,864)
*Depending upon qualifications and experience, education and salary history. All promotions are based on successful performance and subject to approval by the the court and the Administrative Office of the U.S. Courts.

Opening Date: Thursday, November 5, 2015

Closing Date: Thursday, November 12, 2015

Introduction:

The Procurement Specialist performs professional procurement activities requiring detailed knowledge of procurement policies and practices. Activities include preparing detailed specifications and requests for proposal, negotiating service contracts, and preparing significant and large purchase orders. The procurement specialist ensures the court unit is adequately supplied with the materials, equipment, and services required to function optimally, while at all times ensuring compliance with appropriate guidelines, policies, and approved internal controls. Will perform duties in close coordination with court staff procuring purchases.

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 and separation of duties policies.
- 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.
- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production, and distribution capabilities as well as their reputation and history. 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.
- Check figures, postings and documents for correct entry, mathematical accuracy, and proper codes.
- Move or relocate furniture (i.e. desks, file cabinets, etc.) and meter outgoing official mail.
- Delivers training using various approaches to judges, management and court staff relating to office equipment.

- May be assigned the role of disposal officer, responsible for the disposal of property items belonging to the court.
- Performs other duties and responsibilities as assigned.

Qualifications:

To qualify for the CL 26 salary, the incumbent must have been at the CL 25 grade level for at least one year; be a high school graduate or equivalent, with at least two years of progressively responsible experience that provided knowledge of the rules, regulations, practices and principles to successfully perform the duties such as procurement, accounting, budgeting or financial reporting; and involve the routine use of automated financial and accounting systems or other computer based systems and applications such as word processing, spreadsheets or databases. To qualify for CL 27, at least three years of the experience noted above is required. Possession of a Bachelor's Degree in business, public or judicial administration, accounting, automation or human resources with an overall grade point average of 2.90 or better, or completion of one academic year of graduate study in the fields noted above may be substituted for the experience requirement subject to management approval.

The incumbent must possess excellent communication and interpersonal skills, both oral and written; must have a positive attitude and consistently deliver excellent customer service. Ability to negotiate terms and conditions of services and contracts with vendors. Ability to interpret and implement federal judiciary guidelines and policies regarding purchasing. The incumbent must have the ability to conduct in-depth research, analyze options, and communicate the results of the analysis, as well as advise and make recommendations to the court unit executive, senior management, and/or judges on matters that take into consideration complex procurement and financial issues. Ability to evaluate whether proposed purchases will meet those needs and to respond to requests on short notice, and the ability to manage multiple tasks are essential. The incumbent must be able to lift boxes and furniture upwards of 50 lbs. or more.

Preferred Skills:

Knowledge of general government procurement policies and procedures and financial systems and protocols needed to maintain purchase order information and invoice payment processing is preferred.

Applicant Information:

This position is considered high-sensitive. The applicant selected for this position is required to complete a ten-year background investigation, and a re-investigation every five years thereafter. Appointment or promotion is provisional and is contingent upon a favorable suitability determination of the background check and investigation.

How to Apply:

Qualified applicants are invited to submit a cover letter detailing relevant experience and how they meet the desired qualifications for the position and a resume no later than the close of business Thursday, November 12, 2015 via email:

nyed-applications@nyed.uscourts.gov, Attn: Jeff Howell, HR Manager

The United States District Court for the Eastern District of New York is an Equal Opportunity Employer.