

VACANCY ANNOUNCEMENT 2016-3

OFFICE OF THE CLERK UNITED STATES DISTRICT COURT EASTERN DISTRICT OF TENNESSEE

DATE: January 19, 2016

POSITION TITLE: Procurement Technician (Full-Time Permanent)

LOCATION: Knoxville, TN

SALARY: CL 24/1 to CL 25/61 (\$35,470 to \$63,664)
Starting salary is dependent upon qualifications and experience in accordance with the Court Personnel System.

PROMOTION POTENTIAL: There is promotion potential to the CL 25 level without competition (when determined qualified and depending upon budget).

CLOSING DATE: Expected closing date has been extended to February 23, 2016. Opportunity will be considered open until the position is filled or cancelled.

POSITION OVERVIEW:

The U.S. District Court Clerk's Office for the Eastern District of Tennessee is recruiting for a Procurement Technician position. This position provides support to the financial operations and facilities management of the Clerk's Office. The incumbent performs administrative and technical support related to ensuring that the court is supplied with materials, equipment, and services necessary to function optimally, in accordance with court policies and approved internal controls. Responsibility also includes assisting with the court's day-to-day building management activities and space and facilities projects. The Procurement Technician reports to the Procurement and Facilities Administrator. Duties include, but are not limited to, the following:

- Assist with procurement of supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids, or existing government contracts. Enter and update information on purchase orders and inventory into automated databases.
- Assist with records management by filing, scanning, and maintaining documents. Assist with asset inventory, using both manual and automated inventory tracking tools.
- Process invoices from vendors and prepare payment vouchers. Identify and dispose of excess property, following applicable guidelines and policies.
- Assist Procurement and Facilities Administrator or supervisors with follow-up and customers, such as clarifying or expediting orders. Maintain a variety of logs and databases. Obtain quotes from vendors for supplies, furniture, and services.
- Comply with guidelines, procedures and policies established by the Administrative Office and the court unit.
- Report building related maintenance and repair problems to the General Services Administration (GSA) or its general maintenance contractor as needed.
- Serve as liaison to the building manager and GSA as needed.
- Assist with space renovation and construction projects as directed by Procurement and Facilities Administrator.

- Maintain files, records, and materials related to facilities management and space and facilities projects. Develop and maintain project logs, tracking forms, spreadsheets and databases for the purpose of tracking and documenting building project work and status. Generate status reports from databases and computerized systems.
- Travel to divisional offices as needed.
- Such other duties as assigned by Clerk of Court, Chief Deputy, Financial Administrator, or Procurement and Facilities Administrator.

GENERAL QUALIFICATIONS:

- Exceptional organizational and time management skills, including ability to manage multiple projects and priorities within strict deadlines in a fast paced environment.
- Excellent written and verbal communication skills with ability to communicate information clearly and accurately.
- Strong interpersonal skills and ability to collaborate and work effectively with other agencies, court staff, chambers staff, and judges.
- Availability for occasional travel, including overnight.
- Ability to maintain a professional demeanor, exercise mature judgment, act with diplomacy, and to be a dependable and flexible team participant.
- Excellent analytical, problem solving, critical thinking, and research skills.
- Knowledge of general government procurement policies and procedures.

COURT PREFERRED SKILLS/QUALIFICATIONS:

- Two years of specialized experience in a court or legal environment.
- A relevant bachelor's degree.
- Currently possess authority to make purchases of goods and services and certification as a Contracting Officer is desirable.
- Skill in interpreting judiciary procurement policies, rules, and regulations.
- High ethical standards, good judgment, and critical thinking skills for identifying and resolving procurement issues.
- Professional demeanor and strong organizational, analytical, verbal, and written communication skills.
- Proficiency in using FAS₄T or other financial systems and protocols needed to maintain purchase order information and process invoice payments.
- Excellent computer skills, and in particular proficiency in the use of Windows, Word, Lotus Notes/e-mail, Power Point, Excel, Adobe Acrobat.

MINIMUM QUALIFICATIONS:

A minimum of one year of specialized experience, which includes progressively responsible procurement experience that provided knowledge of the rules, regulations, procedures and terminology in the area of procurement administration; and involved the routine use of automated procurement systems or other computer based systems such as word processing, spreadsheets or database applications.

Classification level will be set based on the work experience, qualification, and salary history of the successful candidate.

Ability to obtain Contracting Officer Contracting Program Certification (Levels 1, 2 and 3) after appointment is required.

CONDITIONS OF EMPLOYMENT:

- U.S. District Court employees serve under “Excepted Appointments” and are considered “at will.” Employment can be terminated with or without cause by the Court. Federal Civil Service classifications and regulations do not apply.
- U.S. District Court employees are required to adhere to the *Code of Conduct for Judicial Employees* and are subject to strict confidentiality requirements.
- Salary payments are subject to mandatory electronic funds transfer (direct deposit).
- Applicants must be U.S. citizens or eligible to work in the United States.
- New employees are subject to a six-month probationary period.

BENEFITS:

Court employees are entitled to the same benefits as other federal employees such as:

- Thirteen days of paid vacation for the first three calendar years, twenty days after three years and twenty-six days after fifteen years.
- Ten paid federal holidays per calendar year.
- Participation in a Federal Employees Health Insurance Program.
- Participation in Group Life Insurance, Long-Term Care Insurance, and Long-Term Disability programs.
- Participation in a pre-tax Flexible Benefits Spending Account.
- Participation in the Federal Employees Retirement System with investment opportunities through the Thrift Savings Plan.

APPLICATION PROCESS:

Submit one document in PDF format via e-mail to jobs@tned.uscourts.gov that includes the following:

- A cover letter addressing the qualifications, skills, and experience necessary to perform the job;
- A resume, including a list of professional references; and
- A completed AO 78, Application for Federal Judicial Branch Employment (available on the court’s website at <http://www.tned.uscourts.gov/docs/ao78.pdf>)

INCOMPLETE SUBMISSIONS AND SUBMISSIONS THAT ARE NOT RECEIVED IN ONE PDF DOCUMENT MAY NOT BE CONSIDERED.

- Only applicants selected for an interview will be notified.
- Applicants interviewed will take a computer skills test.
- Employment references will be checked prior to a job offer.
- The successful candidate will undergo a mandatory FBI fingerprint check/background investigation and will be considered a provisional employee pending successful completion of the investigation.
- The court is not authorized to reimburse candidates for travel in connection with an interview or pay for any relocation expenses.

The court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may elect to select a candidate from the original qualified applicant pool.

***THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER
AND VALUES DIVERSITY IN THE WORKPLACE***