

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

VACANCY ANNOUNCEMENT 2026-8

DATE: May 1, 2026

POSITION TITLE: Procurement Specialist (Full-Time Permanent)

LOCATION: Chattanooga, Greeneville, or Knoxville, TN

SALARY: CL 26/1 to CL 27/61 (\$54,372 to \$97,098)
Starting salary is dependent upon qualifications and experience in accordance with the Court Personnel System and is usually in the low to middle portion of the range provided above.

PROMOTION POTENTIAL: There is promotion potential to the CL 27 without further competition depending upon budget and qualifications.

CLOSING DATE: May 17, 2026

POSITION OVERVIEW:

The U.S. District Court Clerk's Office for the Eastern District of Tennessee is recruiting for a Procurement Specialist to coordinate the procurement of the materials, equipment, and services required to ensure the Court functions optimally. The position is on the staff of the Clerk of Court and reports to the Financial & Budget Administrator. Job duties include:

- Procuring supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids, or existing government contracts.
- Planning and coordinating time and delivery of purchases.
- Assessing requests for goods and services by ensuring they are allowable under limitations, restrictions, and policies.
- Confirming availability of funds and providing expenditure reports to supervisor for budget control purposes.
- Obtaining quotes from vendors for supplies, equipment, services, and furnishings.
- Negotiating service contracts.
- Identifying and maintaining lists of vendors and sources of supply for goods and services.
- Preparing purchase orders from approved requests.
- Reviewing and processing invoices from suppliers and preparing payment vouchers for approval, including supporting documentation.
- Creating and maintaining a variety of procurement logs and databases.
- Maintaining files, records, and materials related to procurements.
- Reporting building related maintenance and repair problems to the U.S. General Services Administration (GSA) or its general maintenance contractor as needed.
- Serving as liaison to the building manager and GSA as needed.
- Assisting with space renovation and construction projects as needed.
- Performing other duties as assigned.

QUALIFICATIONS:

To qualify for the position, applicants must have one year of specialized experience **or** have completed a bachelor's degree from an accredited college or university with one of the following superior academic achievement requirements:

- An overall "B" grade point average equaling 2.90 or better of a possible 4.0;
- Standing in the upper third of the class;
- 3.5 average or better in field related to the subject matter of the position;
- Election to membership in one of the National Honorary Scholastic Societies; or
- Completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in field related to the subject matter of the position.

Specialized experience includes progressively responsible clerical or administrative experience that is in, or closely related to, the work of the position and which has demonstrated the particular knowledge, skills, and abilities to perform the position's duties successfully and involves the routine use of automated software and keyboarding for word processing, data entry, and report generation.

Applicants should have excellent computer skills and proficiency in the use of Microsoft Office 365 applications and Adobe Acrobat. Attention to detail, exceptional organizational and time management skills, including the ability to handle multiple projects and priorities within strict guidelines, as well as excellent problem solving and critical thinking skills are required. Excellent written and verbal communication skills with an ability to communicate information clearly and accurately are essential. In addition, an applicant must be able to collaborate and work effectively with other agencies, court staff, chambers staff, and judges. Availability for occasional travel, including overnight, is required.

Knowledge of the U.S. District Court's procurement policies is highly preferred, including working knowledge of local court practices, procedures, and forms. Preferred applicants should be proficient in using financial systems and applying protocols needed to maintain purchase order information and process invoice payments. A bachelor's degree in business, such as procurement or supply chain management, or related field is preferred as well.

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. Thirteen days of paid sick leave and eleven paid federal holidays per calendar year.
- Participation in the Federal Employees Health Benefits (FEHB) Program, the Federal Employees Dental and Vision Insurance Program (FEDVIP), and the Federal Employees Group Life Insurance (FEGLI) Program.
- Supplemental benefits, including health and dependent care reimbursement accounts, commuter benefits, and long-term care insurance.
- Participation in the Federal Employees Retirement System with investment opportunities through the Thrift Savings Plan (similar to a 401k).

Current Judiciary employees transferring without a break in service will maintain their current benefits.

APPLICATION PROCESS:

Submit one document in PDF format via e-mail to Human_Resources@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](#).

Incomplete submissions and submissions that are not received in one PDF document may not be considered.

DISCLOSURES:

- Applicants must be U.S. citizens or [meet the requirements for employment in the Judiciary](#).
- Only applicants selected for an interview will be notified. The Court is not authorized to reimburse candidates for travel in connection with an interview or pay for any relocation expenses.
- Employment references may 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.
- 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).
- 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.