



## U.S. Probation Office Southern District of Florida NOTICE OF VACANCY

**Main: 400 North Miami Avenue, Miami, Florida 33128**

Website: [www.flsd.uscourts.gov](http://www.flsd.uscourts.gov)

Phone: (305) 523-5980 – Human Resources

Email: [flsd\\_hrmail@flsd.uscourts.gov](mailto:flsd_hrmail@flsd.uscourts.gov)

**Position: Budget and Procurement Specialist**  
**Ann. No: 2025-PRB-11**  
**Duty Station: Miami Courthouse (South)**  
**Salary: \$57,339 - \$102,398 (CL 26 – CL 27)**  
**\* Starting salary depending on experience and qualifications**

The Southern District of Florida, United States Probation Office is seeking qualified applicants for the position of Budget and Procurement Specialist. The incumbent performs and coordinates administrative, technical, and professional work related primarily to procurement activities and, to a lesser degree, budget, accounting and finance. Selected candidates may be placed at Classification Level (CL) 27 depending on qualifications, experience and budget funding.

### Representative Duties:

- Prepare and process purchase requests. Includes performing purchasing activities ensuring procurement rules and regulations are followed.
- Research products, obtain quotes and/or bids from vendors, coordinate purchase of supplies, equipment, services and furnishings with District Court's procurement staff.
- Procure supplies, equipment, and furnishings from government and non-government sources through new and existing contracts, sole source procurement, and competitive bids.
- Adheres to the Guide to Judiciary Policy, Vol. 14 (Procurement). adheres to court unit's internal control procedures.
- Review requests for goods and services to verify compliance with the established limitations, restrictions, and policies, while also checking if sufficient funds are available for the purchase.
- Prepare purchase requests and submit information via email to District Court's Procurement staff for preparation of purchase orders.
- Distributes copies of requests and purchase orders to Office Managers, requesting individual, and Budget Manager.
- Prepare spreadsheets and maintain databases to track certain expenditures.



### Important Dates

Opening: May 29, 2025

Closing: June 20, 2025

Anticipated starting: To be determined

### U.S. Probation, Southern District of Florida

The U.S. Probation Office serves District and Magistrate Judges by providing investigative services, alternatives to detention and community supervision. We will protect the community by ensuring compliance with the conditions of release and provide rehabilitative services as needed.

There are eighteen authorized United States District Judges in the Southern District of Florida. The Court is comprised of United States District Judges, Senior United States District Judges, and United States Magistrate Judges. The district spans a geographical area that encompasses nine counties - its southernmost includes Monroe County and its northernmost includes Indian River County. The Probation Office maintains its headquarters in downtown Miami and includes six divisional offices and two satellite offices.

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- Ensure that appropriate first-level internal controls are maintained for procurement and financial transactions to include reviewing accounting records and financial statements.
- Maintain a list of all Safes/Vaults in District that includes number of safes, location, and individuals who have access to each vault. The incumbent will also collaborate with Office Managers at each location site to make sure that combination locks are updated whenever an employee with access leaves the agency.
- Reconcile invoice and billing discrepancies and provide written notice to vendors/contractors about discrepancies and adjustments to billing.
- Receive, review, evaluate, prepare, and process budget and procurement related documents, as well as travel documents.
- Conduct file and records research to reconcile discrepancies before processing documents.
- Responsible for accounts payable by preparing, reviewing purchase orders and payment authorization for accuracy, approving and/or processing payment authorization documents received from vendors and submitting to District Court's budget staff for payment via electronic financial system(s) and or email.
- Assist with budget administration by maintaining expenditure information for forecasting.
- Assist with reprogramming of funds in electronic financial system(s) and running of financial reports in electronic financial system(s), as needed.
- Assist with internal and external audits and maintain audit-ready filing systems.
- Serve as back-up to Budget & Procurement Manager as needed.
- Perform administrative duties such as typing, copying, distributing, and filing documents.
- Perform data entry to summarize expenditures, compile service statistics, and type reports.
- Participate in special projects as needed.
- Perform other duties as assigned

### **Qualification Requirements:**

To qualify at the CL 26, step 1, applicant must be a high school graduate or equivalent and have three (3) years of specialized experience. Education may not be substituted for specialized experience.

Specialized experience is defined as progressively responsible experience that provided a knowledge of rules, regulations, and terminology in at least one but preferably two or more of the functional areas of financial management, budgeting, accounting, auditing and procurement.

Completion of a bachelor's degree from an accredited college or university is highly desired.

Standing in the upper third of the class;"3.5" average or better in the major field of study, such as accounting, finance, business or other field closely related to the subject matter of the position. Election to membership in Phi Beta Kappa, Sigma Xi, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies; or Completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in Accounting, finance, business administration, or other field closely related to the subject matter of the position is highly desired. An overall "B" grade point average equaling 2.90 or better of a possible 4.0.

Proficiency and experience working in an automated environment with significant knowledge of computer programs such as Adobe, Word and Windows and use of data gathering techniques. Knowledge and skill in preparing statistical reports in Excel is required.

**Preferred Qualifications/Court Preferred Skills**

- A bachelor's degree in accounting, finance, business administration, or related field.
- Ability to communicate effectively orally and in writing.
- Excellent organizational skills, analytical skills and detail oriented.
- Ability to maintain confidentiality Ability to work as part of a team. Ability to be tactful and work cooperatively with others. Strong sense of personal and professional integrity.
- Proficient in the use of Microsoft Excel and Word, in the use of computer file structure and other computer applications. Proficient in developing spreadsheets.
- Knowledge of and experience using automated financial management systems to perform day-to-day activities.
- Knowledge of federal judiciary procurement system and internal controls related to purchasing and budgeting.

The candidate is expected to complete the certification process for Level III Contracting Officer within the first year of obtaining the Budget and Procurement Specialist position.

**Required Personal Characteristics**

Must be a self-directed, highly organized team leader; able to balance the demands of varying workload responsibilities and deadlines; be mature, responsible, and tactful; demonstrate initiative and the ability to exercise good judgment; able to foster a climate that promotes and values diversity, equity, and inclusion; able to work harmoniously with others; and always maintain a professional appearance and demeanor.

**Duty Station/Organizational Relationship**

This position reports to the Budget and Procurement Manager, and it is in the Miami Federal Courthouse.

**Background Investigation**

This is a High-Sensitive position within the Judiciary. Employment will be considered provisional pending the successful completion of an OPM background investigation and credit check and a favorable suitability determination. Investigative updates are required every five years.

**Benefits**

Employees of the United States District Court are Excepted Appointments and considered At-Will judicial employees. Federal Government Civil Service classifications or regulations do not apply. Electronic direct deposit of salary payments is mandatory. Full-time employees are eligible for a full range of benefits such as paid vacation and sick leave, paid holidays, retirement benefits that include a defined contribution program and the Thrift Savings Plan (TSP). TSP is a 401(k) equivalent program that includes matching contributions. Additional benefits include health and life insurance, disability and long-term care insurance, dental and vision insurance and a Flexible Benefits Program which includes medical and dependent care reimbursement.

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### How to Apply

To apply, submit the following documents, combined into a single PDF via email to:

[flsd\\_hrmail@flsd.uscourts.gov](mailto:flsd_hrmail@flsd.uscourts.gov)

- AO78-Application for Judicial Branch Employment. The AO78 Application for Judicial Branch Employment is available under the Employment tab of the Court's website: [www.flsd.uscourts.gov](http://www.flsd.uscourts.gov). Applicants must complete the Background Information questions, 19, 20, and 21 on page 5 of the Application;
- Detailed Resume (chronological order);
- Copy of most recent performance evaluation;
- Supervisor's Assessment (applicable only to internal Probation Office employees)

Please send complete application packets via email to [flsd\\_hrmail@flsd.uscourts.gov](mailto:flsd_hrmail@flsd.uscourts.gov) in PDF form and include in the subject line 2025-PRB-11, Budget and Procurement Specialist. All documentation should be combined into one PDF. Please type or print all information and sign and date forms where indicated. **Incomplete packets will not be considered.** **Applicant packets must be received by 5:00 p.m. (EST) on June 20, 2025.**

Due to the volume of applications, the U.S. Probation Office, SDFL will only communicate with those individuals who are invited for personal interviews and only applicants who are interviewed will receive a written response regarding their application status. Applicants selected to interview will be subject to testing. Applicants selected for interviews must travel at their own expense. Relocation expenses are not authorized and will not be reimbursed. Verification of employment, education, and reference checks will be made prior to any offer of employment. The selectee for this position will be subject to a criminal background record check and consumer credit check before an employment offer is made.

### Quality Ranking Factors

- Selection will be made based on the following factors:
- Applicant packet
- Last Performance evaluation
- Supervisor's assessment (this applies to Internal candidates within the SDFL - Probation Unit)
- Interview
- Writing Assessment

### Selection Process

Only qualified applicants will be considered. Incomplete applications will not be considered. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement entirely, either of which may occur without prior written or other notice. Only those qualified applicants being further considered will be contacted for an interview. Applicants selected to interview will be subject to testing.

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The Federal Court practices zero tolerance for illegal drug use.  
Those applicants selected for further consideration may be subject to testing.  
Applicants must be a United States Citizen or eligible to work in the United States.  
THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER

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