



U. S. District Court
Middle District of North Carolina
101 S. Edgeworth, Ste R312
Greensboro, NC 27401

Benefits:

Federal Benefits Include:

- Paid Annual Leave
- Paid Sick Leave
- Paid Parental Leave
- 11 Paid Holidays
- Pre-tax benefit programs
- Health Insurance
- Vision/Dental Insurance
- Group Life insurance
- Long-Term Care Insurance
- Defined contribution retirement benefits (FERS)
- Thrift Savings Plan (TSP) - 401(k) styled investment program with up to 5% match

The U. S. District Court for the Middle District of North Carolina is an Equal Opportunity Employer.

U. S. DISTRICT COURT MIDDLE DISTRICT OF NORTH CAROLINA

Procurement Specialist VACANCY #24-02

LOCATION: Greensboro, NC

REPORTS TO: Budget and Procurement Manager

STATUS: Temporary full-time (which may become permanent)

CLASSIFICATION: CL 26

POSTED: May 20, 2024

SALARY RANGE: \$52,831 - \$85,844

**Position has promotable potential up to CL27 without further competition.

CLOSING DATE: Open until filled. First consideration will be given to applicant packets received by June 3, 2024.

Job Summary:

This position is located in the Probation and Pretrial headquarters office located in Greensboro, NC. The Procurement specialists performs and coordinates administrative, technical, and professional work related to ensuring that court units are supplied with the materials, equipment, and services required to function optimally, including ensuring compliance with the appropriate guidelines, policies, and approved internal controls. Procurement specialists may lead the work of procurement services technicians or administrative support staff; however, their responsibilities do not typically involve formal supervisory responsibilities. An employee in this benchmark may be the sole procurement staff member in a court unit and/or may report to a procurement supervisor or manager. Procurement specialists in this benchmark purchase supplies, equipment, and furnishings within a set dollar amount. In addition, they may maintain service contracts.

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.
- Research and evaluate vendors, prepare contract specifications, obtain, and review bids, and negotiate the terms and conditions of contracts.
- Assess requests for goods and services by ensuring they are allowable under limitations, restrictions, and policies, as well as determining the availability of funds.
- Negotiate with vendors for the best price over contracted services and purchases. Coordinate with selected vendors on supply and delivery of purchased items. Communicate, evaluate, and monitor contract performance to ensure complete with contracted obligations; assist with clarifying contract requirements and resolving any conflicts. Recommend cyclical replacement of accountable property.
- Serve as liaison with GSA, staff, vendors and contractors.

Procurement Specialist (#24-02)

How to Apply: Applicants must submit **ONE PDF** document containing the following to

HR@ncmp.uscourts.gov

- (Include Last Name-First Name- #24-02 in Subject of Email)
- Cover Letter (not to exceed two pages) addressing the following:
 - An explanation of how your skills and experience may contribute to our organization.
 - how your experience and preparation relate to the duties and responsibilities of this position.
- Resume
- Three professional references with contact information
- Copy of recent performance evaluation
- Application for Federal Judicial Employment found at:

<https://www.ncmp.uscourts.gov/employees>

Due to the high sensitivity of this position the Optional Background Questions (18-20) on the AO 78 form must be answered.

Conditions of Employment:

Applicants must be U. S. citizens or eligible to work without restriction in the United States.

- Employment will be considered provisional pending successful completion of an OPM background investigation and credit check and a favorable suitability determination. Investigative updates are required every five years. A social media inquiry may also be a condition of employment.

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Representative Duties (Cont'd):

- Prepare purchase orders and enter obligations into the Judiciary's accounting system.
- Maintain detailed procurement files which are subject to cyclical financial audits.
- Adhere to the Guide to Judiciary Policy and the court's internal control process.
- Complete contracting officer training, pursuant to the Judiciary guidelines.
- Receive deliveries and verify against packing slips, invoices, and purchase orders. Enter and update information on purchase orders and inventory into automated databases.
- Assist in conducting physical inventory of accountable property.
- Assist in developing documentation for department use.
- Assist with internal controls compliance, annual self-assessments, and cyclical audits, including auditor document requests and submissions.
- Same day and/or overnight travel to divisional offices may be required.
- Increasing levels of responsibility and duties will be assigned based upon demonstrated abilities and positive performance evaluations.
- Perform other duties as assigned.

Qualifications and Educational Requirements:

Qualifications must be met at the time of application. The successful candidate must possess the following:

- At least two (2) years of progressively responsible financial and/or procurement experience which demonstrates the knowledge, skills, and abilities to successfully perform the duties of this position.
- Proficiency with a wide range of technology, including Microsoft Office applications and Adobe Acrobat.
- Ability to work both independently and collaboratively as part of a team.
- Ability to multitask and prioritize work assignments.
- Strong oral and written communication skills.
- Strong organizational skills, detail-oriented, analytical, and problem-solving skills.
- Ability to maintain confidentiality and handle sensitive financial records.
- Professionalism appropriate for a court environment.
- Attendance record and strong work ethic that indicates reliability and commitment.

Procurement Specialist (#24-02)

- Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judicial Policy, and are bound by the Code of Conduct for Judicial Employees.
- Employees are considered "at will" employees.
- Employees are required to use direct deposit for payroll.
- The organization reserves the right to assign/reassign and employee to any location within the District based on the needs of the organization.

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

Only candidates selected for an interview will be contacted. The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.

Starting salary commensurate with work experience, education, prior/present day pay history and previous Federal Court experience.

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Preference will be given to candidates with the following qualifications:

- Bachelor's degree from an accredited college or university, preferably in accounting, finance, business, or related field.
- Previous experience in a court or legal environment.
- Previous government financial and/or procurement experience
- Knowledge of court processes and Judiciary Guidelines helpful, but not required.

To qualify for the CL26 a minimum of one year of specialized experience equivalent to work in a CL25 level is required. *Specialized experience is defined as 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 successfully perform the duties of the position and involves the routine use of automated software and keyboarding for word processing, data entry and report generation.

Failure to submit the required documents in ONE pdf document will result in immediate disqualification. Incomplete applications will not be considered, retained, or returned. Only one application per candidate will be accepted for this announcement.

Qualified candidates will be evaluated to determine those who are best qualified. This determination will be based on a review of the applicant's relevant experience, education, and training.

E-mail to: HR@ncmp.uscourts.gov

Questions not answered within this vacancy announcement may be directed to Human Resources at 336-358-4219.