

UNITED STATES DISTRICT COURT EASTERN DISTRICT OF PENNSYLVANIA	
Position Title	Procurement Specialist (Full-Time)
Vacancy Number	19-02E
Opening Date	November 2, 2018
Closing Date	Open Until Filled
Salary Range	CL 25/26/27 (<i>Multiple Vacancies</i>)

Job Summary

Procurement Specialists prepare and negotiate complex specifications, solicitations, purchase orders, and terms of agreement. Procurement Specialists conduct in-depth research, analyze options, and communicate the results of the analysis. Incumbents advise and make recommendations to managers, executives, and/or judges on matters that take into consideration complex procurement and financial issues. The work impacts mainly the personnel of the unit served. Adequate supplies, operating equipment, and working environment are important to create a productive work atmosphere.

- 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.
 - Prepare budget forecasts for each functional allotment for current and future fiscal years.
 - Adhere to the *Guide to Judiciary Policy* and *Judiciary Procurement Program Procedures* on procurement practices. Prepare spreadsheets and maintain databases to track certain expenditures. Adhere to the court unit's internal control procedures.
 - Identify and maintain lists of vendors and sources of supply for goods and services. Review, evaluate, verify, and process invoices and prepare payment requests.
 - Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production, and distribution capabilities as well as the 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.
 - The primary judiciary contacts are judges and chambers staff, peers, managers, executives, staff of other court units, circuit executive office staff, and Administrative Office staff for the purpose of purchasing supplies, furniture, equipment, and services and drafting specifications and defining needs for large complex purchases.
 - The primary external contacts are vendors and contractors for the purpose of obtaining quotes and purchasing supplies, equipment, services, and furnishings, as well as negotiating contracts and terms of agreements.
 - Work is performed in an office setting in Philadelphia and may occur at off-site locations or temporary duty stations. After hours and weekend work may be required. Incumbent may be required to lift boxes up to 25 lbs.

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- Perform other related duties, as assigned.

Required Competencies (Knowledge, Skills, and Abilities)
<p>Procurement</p> <ul style="list-style-type: none"> • Knowledge of procurement management procedures, guidelines, policies, practices, and protocols used within the court unit. Knowledge of general government procurement policies and procedures. Knowledge of the court unit's needs and usage of supplies, equipment, and services. Knowledge of financial systems and protocols needed to maintain purchase order information and invoice payment processing. Skill in preparing requests for qualification/proposal/quotation documents. Skill in completing various forms used in the procurement process and maintaining related records. Skill in planning and coordinating time and delivery of purchases. Skill in researching and interpreting guidelines, rules, regulations, and policies related to purchasing. Ability to interpret and implement federal judiciary guidelines and policies regarding purchasing. Ability to obtain Contracting Officer Contracting Program certification. • Skill in negotiating terms and conditions of services and contracts with vendors. Skill in developing specifications through interaction with subject matter experts to identify their needs to be articulated in solicitations and formal requests. Ability to anticipate and analyze short-term and long-term procurement needs of the court, evaluating the advantages, disadvantages, levels of quality, and cost implications of decisions related to the potential acquisition and management of materials, equipment, and services. • Comprehensive knowledge of the office's services market including furniture, equipment, design, technological improvements, and price comparability are critical to determining good value for taxpayer's money and making prudent decisions. <p>Judgment and Ethics</p> <ul style="list-style-type: none"> • Knowledge of and compliance with the <i>Code of Conduct for Judicial Employees</i> and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment. <p>Written and Oral Communication/Interaction</p> <ul style="list-style-type: none"> • Ability to communicate effectively (orally and in writing) with requestors and vendors, providing customer service and resolving difficulties while complying with regulations, rules, and procedures. Ability to communicate with requestors to determine actual needs; ability to evaluate whether proposed purchases will meet those needs. <p>Information Technology</p> <ul style="list-style-type: none"> • Skill in the use of automated equipment including word processing, spreadsheet, and database applications, as well as financial and accounting systems, databases and systems used for tracking inventory, preparing purchase orders, and other systems related to procurement activities.

Qualifications
<p>CL 25 Level (\$43,697- \$71,057)</p> <ul style="list-style-type: none"> • Candidate must possess at least a high school degree. • Demonstrated ability to exercise mature judgment.

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- Ability to complete core procurement training: Appropriations Law for the U.S. Courts, Judiciary Purchase Card Program, Special Categories of Procurements, Standard Competitive Contracting Procedures, Small Purchase Procedures, and JIFMS acquisition and payment modules.
- Ability to obtain up to 16 hours of continuing education to maintain procurement certifications.
- Ability to comply with the Procurement Integrity Act.

CL 26 Level (\$48,123 - \$78,249)

- Candidate must possess either a 2 or 4-year college degree or at least 3 years of specialized progressively responsible procurement experience at the CL-25 level that provided an opportunity to gain skill in the procurement process or at least 3 years of progressively responsible administrative/clerical experience at the CL-26 level.
- Demonstrated ability to exercise mature judgment.
- Demonstrated ability to perform procurement duties at a CL-25 level with minimum supervision or demonstrated ability to perform progressively responsible administrative/clerical duties at the CL-26 level with minimum supervision.
- Ability to complete core procurement training: Appropriations Law for the U.S. Courts, Judiciary Purchase Card Program, Special Categories of Procurements, Standard Competitive Contracting Procedures, Small Purchase Procedures, and JIFMS acquisition and payment modules.
- Ability to obtain up to 16 hours of continuing education to maintain procurement certifications.
- Ability to comply with the Procurement Integrity Act.

CL 27 Level (\$52,864 - \$85,980)

- Candidate must possess either a 2 or 4-year college degree or at least 3 years of specialized progressively responsible procurement experience at the CL-26 level that provided an opportunity to gain skill in the procurement process.
- Ability to complete core procurement training: Appropriations Law for the U.S. Courts, Judiciary Purchase Card Program, Special Categories of Procurements, Standard Competitive Contracting Procedures, Small Purchase Procedures, and JIFMS acquisition and payment modules.
- Demonstrated ability to exercise mature judgment.
- Demonstrated ability to perform procurement duties at a CL-26 level with minimum supervision.
- Ability to obtain up to 16 hours of continuing education to maintain procurement certifications.
- Ability to comply with the Procurement Integrity Act.

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Benefits

Employees of the United States Courts are not covered by the Office of Personnel Management's civil service classifications or regulations. However, they are entitled to the same benefits as other federal government employees. Some of these benefits are:

- Vacation time accrues at a rate of 13 days per year for the first 3 years, increasing to 20 days after 3 years, and 26 days after 15 years
- Sick time accrues at a rate of 13 days per year
- 10 holidays per year
- Choice of a variety of employer subsidized federal health and life insurance plans
- Optional participation in vision, dental, and disability insurance programs and Flexible Spending Programs - pre-tax contributions for health, dependent care, and transportation expenses
- Optional participation in Long Term Care Insurance and Federal Employee Group Life Insurance
- Participation in the Federal Employees Retirement System with employee contribution and full social security coverage
- Optional participation in an employer-matching Thrift Savings Plan (similar to a 401K)
- Creditable service with other federal agencies and/or the military will be used to compute employee benefits

Conditions of Employment

- Applicants must be a U.S. citizen or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen immediately following meeting the eligibility requirements.
- Selected applicants are hired provisionally pending the results of a background investigation and fingerprinting.
- This position requires electronic deposit of salary payment.
- Positions with the U.S. Courts are "excepted service" positions. Employees serve "at will."
- Employees are subject to The Judicial Code of Conduct.
- No relocation expenses are permitted.
- Position is located in Philadelphia, PA.

Application Information

Only candidates selected for an interview will be notified. Unsuccessful candidates will not receive notice. To apply, forward a cover letter, a completed AO 78 and a detailed resume to Human Resources: paedhumanresources@paed.uscourts.gov

The Clerk's Office of the Eastern District of PA is an Equal Opportunity Employer