



## UNITED STATES DISTRICT COURT DISTRICT OF MARYLAND VACANCY ANNOUNCEMENT

**POSITION:** Procurement Technician/Specialist I  
**DUTY STATION:** Baltimore, Maryland  
with travel to divisional offices as necessary

**OPENING DATE:** June 15, 2017  
**CLOSING DATE:** Open Until Filled with  
first preference given to those who apply by  
June 29, 2017 \*

**SALARY:** CL 23: \$35,943 - \$58,439 High school graduation plus two years of general experience\*\* or college degree  
CL 24: \$39,796 – \$64,733 Two years of general experience\*\* or college degree plus one year of specialized experience\*\* required  
CL 25: \$43,960 - \$71,490 Two years of general experience\*\* or college degree plus two years of specialized experience\*\* required  
Possible promotion potential to Procurement Specialist II, CL 26 (\$48,428 - \$78,703), without further competition. Lateral transfers at the CL 26 will also be considered.

The Clerk of the United States District Court for the District of Maryland is seeking qualified applicants for the full-time position of Procurement Technician/Specialist I. The incumbent is responsible for procuring supplies, equipment, miscellaneous services, furnishings, and repairs for the court and judges' chambers. The position requires regular lifting of boxes and supplies, as well as the occasional moving and/or assembly of furniture and equipment. Upon hire, employee must complete the Procurement Training and Contracting Officer Certification Program.

### **Duties include, but are not limited, to the following:**

- Prepares purchase orders at reorder levels from requisitions; reviews invoices; provides payment details to the Finance department.
- Acts as the primary point of contact for deliveries, installations, and court moves; checks deliveries and invoices against purchase orders for type, quantity and condition.
- Purchases or assists in purchasing equipment, supplies, services and materials.
- Reconciles problems, issues or delays in the procurement of equipment and services.
- Receives, reviews, validates and processes documents in JIFMS (i.e. accounting software).
- Meets with requestors to ensure a full understanding of the need; maintains catalogs for review by personnel in making or suggesting kind and type of item needed. Provides advice and assistance in a variety of furnishing projects.
- Provides expenditure information regularly to supervisor for budget control purposes; prepares financial and other statistical reports and/or spreadsheets as required; maintains purchasing records and reports.
- Assists with various financial duties to include closing out the cash registers and acting as vault custodian.

### **Qualifications and Requirements:**

#### **Required:**

- High school graduate or equivalent.
- Excellent computer skills, including proficiency in Excel and Word, as well as the ability to adjust to ever changing technology.
- Self-starter with demonstrated analytical and problem solving skills, professional demeanor, and ability to exercise sound judgment. Excellent interpersonal and communication skills in communicating with various internal and external individuals, as well as establishing and maintaining good relationships with outside contacts.
- Excellent organizational skills, including ability to manage multiple high impact projects and priorities within strict deadlines in a fast paced environment.
- Ability to lift and move 20 lbs.

**Preferred:**

- Two year college degree or equivalent.
- Knowledge of relevant procurement and financial guidelines, policies, practices and protocols.
- Prior experience working with financial accounting systems.

**Federal Benefits:**

- 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years; 20 days after three years; and 26 days after fifteen years of federal service
- Paid sick leave in the amount of 13 days per year
- Mandatory participation in the Federal Employees Retirement Program and the Social Security Retirement program
- Optional participation in the Thrift Savings Plan
- Optional participation in the Federal Employees Health, Dental, Vision and Life Insurance programs
- Optional participation in the Long Term Disability Plan, Long Term Care Insurance and Flexible Benefits programs
- Optional participation in the Commuter Benefit program

**How to Apply:**

Submit resume and cover letter stating the reason for your interest in the position as a single PDF document and a completed [AO-78 Application for Federal Employment](#) to: [jobs@mdd.uscourts.gov](mailto:jobs@mdd.uscourts.gov)

***\*To ensure first consideration, application packets must be received no later than 5:00 p.m. on June 29, 2017.***

\*\* General experience is progressively responsible clerical, office or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. Education above high school may be substituted for general experience.

\*\* Specialized Experience is 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.

\*\*\*\*\*

- Due to the volume of applications received, the court will only communicate with those individuals invited for an interview.
- The United States District Court is an Equal Opportunity Employer. All applications will be reviewed to identify the best qualified candidates.
- Applicants must be a United States citizen or national or a permanent resident who is seeking citizenship in the United States. Successful candidate for this position is subject to a full fingerprint and background records check and mandatory electronic direct deposit of salary payment.
- An FBI background check is required for all individuals appointed to positions in the Clerk's Office. New employees are considered "provisional hires" pending the successful completion of the FBI background check.
- If selected for a first-time appointment to a position in the District of Maryland, you will be required to complete a one-year probationary period of employment. Failure to successfully complete the probationary period may result in termination of employment.
- Positions in the United States Courts are excepted appointments, are not under the Civil Service System, and are "at will" employees.
- The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice.
- In the event a position becomes vacant in a similar classification within a reasonable time from the original announcement, the Clerk of Court may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.