



## UNITED STATES DISTRICT COURT DISTRICT OF MARYLAND

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

**OPENING DATE:** January 8, 2020  
**CLOSING DATE:** Open Until Filled with  
first preference given to applications  
received by January 22, 2020\*

**SALARY:** CL 24 (\$43,098 - \$70,107) Two years of general experience\*\* or college degree plus one year of specialized experience\*\* required  
CL 25 (\$47,603 - \$77,431) Two years of general experience\*\* or college degree plus two years of specialized experience\*\* required  
Possible career potential to the Procurement Specialist II, CL 27 (\$57,625 – \$93,638) without further competition.

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. The incumbent is responsible for procuring supplies, office equipment, technology devices, 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 in JIFMS (i.e. accounting software).; Receives, reviews, validates and processes other purchasing-related documents in JIFMS.
- Establish vendors in the JIFMS accounting system via the System for Award Management (SAM) connector or through manual registration processes.
- Acts as the primary point of contact for deliveries, installations, and court moves; checks deliveries against purchase orders for type, quantity and condition.
- Purchases or assists in purchasing office equipment, supplies, technology devices, services and materials.
- Manages and prioritizes multiple, concurrent purchase requests; Facilitates coordination of purchase requests.
- Reconciles problems, issues or delays in the procurement of goods and services; regularly communicates statuses to requestors, vendors and other appropriate parties.
- Communicates with requestors to ensure a full understanding of the need; Provides advice and assistance in a variety of furnishing projects.
- Maintains purchasing records and reports; monitors purchase orders to ensure timely completion or deobligation.
- Assists with various financial duties including closing out the cash registers and acting as vault custodian.

### **Qualifications and Requirements:**

- College degree and/or coursework in accounting, acquisition, business administration or a related field strongly preferred.
- Knowledge of relevant procurement and/or financial guidelines, policies, practices and protocols.
- 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 the ability to independently manage multiple priorities and high impact projects, such as large-scale furniture procurements within strict deadlines in a fast-paced environment.

- Ability to multi-task, prioritize, follow through, and frequently provide status updates to end-users and interested parties.
- Ability to lift and move 20 lbs.

**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 program.
- Optional participation in the Thrift Savings Plan, the Federal Employees Health, Dental, Vision and Life Insurance programs, the Long-Term Disability Plan, Long-Term Care Insurance and Flexible Benefits programs and the Commuter Benefit program.

**How to Apply:**

Submit resume, salary history and a cover letter stating the reasons for your interest in the position, and a completed AO-78 Application for Federal Employment as a single PDF document to: [jobs@mdd.uscourts.gov](mailto:jobs@mdd.uscourts.gov). Include the job title for which you are applying in the subject header of the email.

**\*\*To ensure first consideration, complete application packets must be received no later than 5:00 p.m. on January 22, 2020.**

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**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 financial or procurement experience in the duties listed in this announcement 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.

- 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.
- In the event a position becomes vacant in either division and 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.

**Conditions of Employment:**

- 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.
- This is a sensitive position within the Federal Judiciary. The selected candidate will be hired provisionally, pending the successful completion of the required background investigation and favorable employment suitability determination.
- Selected applicant will be required to complete a one-year probationary period. 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.
- Employees must adhere to the Code of Conduct of Judicial Employees which is available at: <http://www.uscourts.gov/RulesAndPolicies/CodeOfConduct.aspx>
- 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.