



UNITED STATES DISTRICT COURT DISTRICT OF MARYLAND

POSITION: Space & Facilities/Procurement Technician
LOCATION/DUTY STATION: Greenbelt, Maryland
With travel to divisional offices as necessary

OPENING DATE: April 10, 2019
CLOSING DATE: Open Until Filled with
first preference given to applications
received by April 24, 2019*

SALARY: CL 23 (\$36,771 - \$59,774) Two years of general experience** or college degree
CL 24 (\$40,727 - \$66,191) Two years of general experience** or college degree plus
one year of specialized experience** required
CL 25 (\$44,971 - \$73,128) Two years of general experience** or college degree plus
two years of specialized experience** required
Possible promotion potential to the CL 26 (\$49,625 - \$80,529) 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 Space & Facilities/Procurement Technician. The incumbent performs duties related to space management and overseeing the maintenance of the Southern Division in Greenbelt, Maryland. The incumbent serves as the division's liaison with outside agencies, vendors, judges' chambers, and other court units for daily space and facilities administration. The incumbent also procures supplies, equipment, IT 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.

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

- Assist with monitoring, coordinating, and reacting to day-to-day facilities issues involving building systems, technology, structures, grounds, and security.
- Assist with resolving problems by interacting with the General Services Administration (GSA) building manager or other individuals while keeping staff informed about escalating problems.
- Assist with space and facilities project work by assessing, documenting, prioritizing, and responding to project problems, attending or participating in project or construction meetings as needed.
- Assist with scheduling appointments and arranging project meetings.
- Assists the Space & Facilities Manager with evaluating and monitoring contract performance to ensure compliance with contracted obligations, with clarifying contract requirements and resolving conflicts.
- Maintain files related to facilities management, space planning, and space and facilities projects by developing and maintaining project logs, tracking forms, spreadsheets, and databases for tracking and documenting building project work and status.
- Assist with preparation of correspondence, reports, form letters, and documents related to facilities management, space planning, and space and facilities projects.
- 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.
- Acts as a 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, Information Technology devices, services and materials.
- Reconciles problems, issues or delays in the procurement of goods and services; regularly communicates statuses to requestors, vendors and other appropriate parties.
- Assists with various financial duties including closing out the cash registers and acting as vault custodian.

Qualifications and Requirements:

- General experience is progressively responsible clerical, office or other work that indicates the possession of, or the ability to acquire, the 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, procurement or facilities experience in the duties listed in this announcement.

- 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 multi-task, prioritize, follow through, and meet deadlines in a fast-paced environment. Ability to adjust priorities quickly as circumstances dictate.
- Ability to independently lift and move 25 lbs.
- Upon hire, employee must complete the Procurement Training and Contracting Officer Certification Program.

Preferred Qualifications:

- College degree and/or coursework in accounting or a related field strongly preferred.
- Knowledge of relevant procurement and/or financial guidelines, policies, practices and protocols preferred. Prior experience working with financial accounting systems preferred.
- Ability to read and evaluate architectural drawings, translate end user needs into scope of work and draft furniture plans preferred.

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 (401K), the Federal Employees Health, Dental, Vision and Life Insurance programs, 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 with preferred location, and a completed AO-78 Application for Federal Employment as a single PDF document to: 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 April 24, 2019.**

- 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.
- 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.
- In the event a position becomes vacant in a similar classification within a reasonable time, the court may select from the candidates who responded to the initial announcement without posting the vacancy.