



UNITED STATES DISTRICT COURT DISTRICT OF MARYLAND

POSITION: Procurement Technician/Specialist
LOCATION/DUTY STATION: Baltimore, Maryland
With travel to the alternate division for
training or for daily coverage when needed

OPENING DATE: June 25, 2026
CLOSING DATE: July 10, 2026

SALARY: CL 24 (\$51,146 - \$83,131) Two years of general experience** or college degree plus one year of specialized experience** required
CL 25 (\$56,478 - \$91,839) Two years of general experience** or college degree plus two years of specialized experience** required
CL 26 (\$62,212 - \$101,109) Two years of general experience** or college degree plus three years of specialized experience** required
CL 27 (\$68,346 - \$111,099) Two years of general experience** or college degree plus four years of specialized experience** required

This is a career ladder position, and a grade increase is possible without further competition per the requirements within the court's career ladder plan.

Salary offers are based on experience and an allowable promotion over current salary of the applicant. The salary ranges displayed reflect career potential.

POSITION OVERVIEW:

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, and installations; checks deliveries against purchase orders for type, quantity and condition.
- Purchases or assists in purchasing office equipment, supplies, technology devices, services and furnishings.
- 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.
- Handles various financial duties including closing out the cash registers and serves as vault custodian.

QUALIFICATIONS AND REQUIREMENTS:

- 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. or more.

PREFERRED QUALIFICATIONS:

- College degree and/or coursework in accounting, acquisition, business administration or a related field.
- Knowledge of relevant procurement and/or financial guidelines, policies, practices and protocols.

FEDERAL BENEFITS:

- Health, dental, vision, life, and long-term care insurance programs available.
- Flexible spending accounts for health and dependent care available.
- Vacation/annual leave (13-26 days increasing with years of service), sick leave (13 days per year) and paid holidays (11 days).
- Paid parental leave (12 weeks) for the birth or adoption of a child after one year of employment.
- Limited telework possibilities after successful training and probationary period.
- Retirement (FERS - Federal Employees Retirement Program) with employer and employee contributions as well as immediate matching contributions in the Thrift Savings Plan (TSP) 401K style plan.
- The U.S. District Court is a qualifying employer for possible Public Service Loan Forgiveness.
- Parking is available near the courthouse at no cost as funding allows as well as the option to participate in the commuter benefit programs.
- Additional information about the federal judiciary's benefits can be found at www.uscourts.gov/careers/benefits

HOW TO APPLY:

Submit a cover letter stating the reasons for your interest in the position, a resume, 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 July 10, 2026**

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 such as 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 or 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: <https://www.uscourts.gov/administration-policies/judiciary-policies/ethics-policies/code-conduct-judicial-employees>
- The court reserves the right to modify the conditions of this job announcement, withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice.