



U.S. DISTRICT COURT
WESTERN DISTRICT OF ARKANSAS

Procurement Specialist

Position Type: Full-Time-Permanent
Location: Fort Smith, AR
Open to All Qualified Applicants
Salary Range: CL-26 (\$43,140-\$70,103/year)
(Depending upon qualifications and experience)

This position has promotion potential to CL-27 without further competition.

OPENING DATE: May 6, 2016

CLOSING DATE: Open until filled. Applications received by
May 27, 2016 will be given preference.

POSITION OVERVIEW

This position is with the U.S. District Court for the Western District Arkansas. The duty location is Fort Smith, Arkansas. The Procurement Specialist performs procurement activities requiring knowledge of procurement policies and practices in a shared services environment with the U.S. Probation Office. Activities include preparing detailed specifications and requests for proposal, negotiating service contracts, and preparing purchase orders.

REPRESENTATIVE DUTIES *(not all inclusive)*

- 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 they are allowable under limitations, restrictions, and policies. Prepare spreadsheets and maintain databases to track certain expenditures.
- Prepare purchase orders from approved requests ensuring proposed purchase will satisfy the requestor's need.
- 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 and discuss evaluations and review with requestors.
- 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.
- Evaluate, verify, and process invoices and review orders and payments for financial accuracy and adherence to appropriate guidelines, policies, and internal controls.
- Identify and maintain lists of vendors and sources of supply for goods and services. File, scan, and maintain procurement documents in accordance with the Guide to Judiciary Policy as well as local policy.
- Provide guidance on procurement procedures in accordance with the Guide to Judiciary Policy and local procedures.
- Adhere to the Guide to Judiciary Policy on procurement and the court unit's internal control procedures.
- Coordinate work efforts with the financial unit and assist as backup in various financial areas, as required, while maintaining appropriate separation of duties.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

To qualify, applicants must be a high school graduate or equivalent (bachelor's degree preferred), with at least two years of specialized experience, including at least one year equivalent to work at CL-25. Specialized experience is defined as progressively responsible experience in the financial or business field that provided knowledge of the rules, regulations, practices, and principles of financial administration and/or accounting, and involved the routine use of automated financial and accounting systems or other computer based systems and applications such as word processing, spreadsheets, or databases. Must be able to obtain Contracting Officer Certifying Program (COCP) certification for levels 1, 2 and 3 and continue to maintain this certification by completing continuing education courses every two years. Applicants must be a U.S. citizen or be eligible to work in the United States.

PERSONAL CHARACTERISTICS AND SKILLS

- Possess excellent communication and interpersonal skills, both oral and written.
- Ability to organize and prioritize work, work independently with little or no supervision, and exercise discretion.
- Skill in using automated equipment including word processing, spreadsheet, and database applications, and various other types of software.
- Be innovative and creative and contribute to a positive work environment.
- Have experience working in a team environment and possess a strong work ethic.

PREFERRED QUALIFICATIONS

- Bachelor's degree in a related field, such as accounting, finance, business, etc.
- Knowledge of general government procurement policies and procedures and financial systems and protocols needed to maintain purchase order information and invoice payment processing is preferred.

BACKGROUND INVESTIGATION

As a condition of employment, the selected candidate must successfully complete a ten-year background investigation with periodic updates every five years thereafter.

BENEFITS

Employees of the United States District Court are considered at-will employees and are not covered by federal civil service classifications or regulations. They are, however, entitled to the same benefits as other federal government employees. Some of the benefits are:

- Ten paid holidays per year
- Paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS)
- Tax Deferred Retirement savings and investment plan under Thrift Savings Plan (TSP) with employer matching contributions
- Health benefits under the Federal Employees Health Benefits Program (FEHB)
- Supplemental Dental and Vision Benefits offered through Federal Employees Vision and Dental Plan (FEDVIP)
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FEGLI)
- Group Long Term Care Insurance
- Flexible Benefits Program for health care reimbursement and child care reimbursement
- Federal Employees Group Long Term Disability Program (FEGLTD)
- Long Term Care Insurance

APPLICATION PROCEDURES

Only qualified applicants will be considered for this position. Selected qualified applicants will be tested. Applicants selected for interviews must travel at their own expense. **Qualified applicants should submit a complete applicant's packet which includes: (1) a letter of interest, (2) a current and detailed resume, and (3) a completed *Application for Judicial Branch Federal Employment (Form AO-78)*.** You may download this form from the U.S. Court website: www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment. Incomplete packets will not be considered. Applicant materials submitted in addition to the required documents will not be considered or retained.

Email your complete packet to: jobs@arwd.uscourts.gov (single PDF document preferred). Please reference Procurement Specialist in the subject of the email.

Due to the volume of applications received, only candidates who are selected for interviews will receive a response regarding their application and only applicants who are interviewed will receive a written response regarding their application status.

*The United States District Court for the Western District of Arkansas
is an Equal Opportunity Employer and values diversity in the workplace.*

*The U.S. District Court provides reasonable accommodations to applicants with disabilities.
If you need a reasonable accommodation, please notify human resources.*

The Court reserves the right to modify the conditions of this job announcement or withdraw the announcement, which may occur without prior written or other notice. If a subsequent vacancy of the same position becomes available within a reasonable timeframe of the original announcement, the Clerk of Court may elect to select a candidate from the original qualified applicant pool. The U.S. District Court requires employees to adhere to the Code of Ethics and Conduct. This position is subject to mandatory electronic funds transfer (direct deposit).
