



U.S. District Court Western District of Arkansas

Procurement Specialist

Announcement #: 25-ARWD-05

Position Type: Full-Time, Permanent

Location: Fort Smith, Arkansas

Salary Range: Grade CL-26 (\$53,839 - \$87,482)
Grade CL-27 (\$59,133 - \$96,147)

*Starting salary dependent on qualifications and experience. This position has promotion potential to CL-27 without further competition, contingent upon performance and funding.

Opening Date: Monday, July 14, 2025

Closing Date: Open until filled. Applications received by Friday, July 25, 2025 will be given preference.

POSITION OVERVIEW

The Procurement Specialist supports the operational efficiency of both the U.S. District Court and the U.S. Probation Office for the Western District of Arkansas by managing the procurement of goods, services, and furnishings. This role involves administering the full procurement lifecycle, from identifying needs and sourcing vendors to managing contracts and processing payments. This position requires close adherence to judiciary policies and internal controls, and a high degree of accuracy, and a proactive customer-focused approach to service.

REPRESENTATIVE DUTIES

- Procure supplies, equipment, services, and furnishings from government and non-government sources through competitive bids, new contracts, or existing contracts. Plan and coordinate time and delivery of purchases.
- Assess requests for supplies, materials, and services by ensuring they are allowable under limitations, restrictions, and policies. Prepare spreadsheets and maintain databases to track certain expenditures.
- Identify and maintain lists of vendors for goods and services.
- Review invoices from suppliers and prepare payment vouchers for approval, including supporting documentation.
- Conduct market research and evaluate vendors based on cost, quality, reliability and availability. Prepare procurement specifications and solicitations, obtain competitive bids and proposals, and coordinate with subject matter experts to review options. Negotiate pricing and terms with vendors and oversee delivery logistics.
- Administer specialized contracts including Court Reporter and Court Interpreter contracts and invoices.
- Review and process travel vouchers. Assist employees with questions, problems, or insufficiencies regarding travel voucher submissions.
- Answer policy and procedure questions for judges and court staff. Provide customer service and resolve difficulties while complying with regulations, rules, and procedures.
- Adhere to the Guide to Judiciary Policy, internal control procedures, and other relevant guidelines.
- Complete initial and ongoing training for Contracting Officer Certification Program levels 1, 2, and 3.
- Provide procurement information for internal and cyclical audits.
- Perform other operational, administrative, or technical support duties as assigned.

REQUIRED SKILLS & QUALIFICATIONS

- High school graduate or equivalent. Two years of specialized experience in the accounting or business field that provided a 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.
- Excellent communication and interpersonal skills, both oral and written.

- Possess the ability to initiate, manage, prioritize, and follow through on multiple high impact projects and priorities within strict deadlines in a fast-paced environment.
- Self-starter with demonstrated analytical and problem-solving skills and ability to exercise sound judgment.
- Must possess outstanding attention to detail and accuracy.
- Be innovative and creative and contribute to a positive work environment.
- Candidates must be highly organized, possess tact, good judgement, a strong work ethic, and always maintain a professional appearance and demeanor.
- This position requires exceptional ability to communicate, articulate, and relate to coworkers and others with professionalism and integrity,
- Demonstrated proficiency in problem solving, troubleshooting, and identifying alternative solutions.
- Demonstrated ability to make timely and effective decisions.
- The successful candidate must be a team player and exhibit the highest standards of excellence and integrity, and display always and to all persons, a courteous, professional, and cooperative attitude.
- Proficiency using Microsoft Excel, Microsoft Word, and Adobe Acrobat.

PREFERRED QUALIFICATIONS

- A bachelor's degree in accounting, finance, business administration, or related field is preferred.
- Knowledge of government policies, practices, and terminology related to administration of financial reporting, procurement processes, and financial transactions.
- Previous government financial and/or procurement experience.

CONDITIONS OF EMPLOYMENT

Applicants must be a U.S. citizen or be eligible to work in the United States. The applicant selected will be subject to an FBI fingerprint check and background investigation and will be subject to periodic updates. An individual may be hired provisionally pending successful completion of the necessary records checks. The position is subject to mandatory electronic fund transfer (direct deposit) for salary payment (bi-weekly). Employees of the United States District Court are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the Court. Employees are required to adhere to the Code of Conduct for Judicial Employees, which can be found at www.uscourts.gov.

BENEFITS

A career with the U.S. Government provides employees with a comprehensive benefits package. Federal employees and their families have access to a range of benefits that are designed to make your federal career very rewarding. Federal benefits include paid vacation and sick leave, eleven (11) paid holidays per year, and retirement benefits. Optional benefits include health and life insurance, disability insurance, long term care insurance, dental and vision insurance, and participation in the court's flexible benefits program. Please visit <http://www.uscourts.gov/careers/benefits> for additional information.

APPLICATION PROCEDURES

Qualified applicants should submit a complete packet consisting of:

1. Letter of interest that clearly outlines how your skills, education, and experience relates to the job duties
2. Current and detailed resume
3. Names and contact information of three (3) professional references
4. Completed Application for Judicial Branch Federal Employment (Form AO-78). This form may be downloaded from the U.S. Courts website: <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>

Only qualified applicants will be considered for this position. Applicants selected for interviews must travel at their own expense. Incomplete packets will not be considered. Email your complete packet to: jobs@arwd.uscourts.gov (single PDF document preferred). Please reference the vacancy announcement number and title in the subject of the email.

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

www.arwd.uscourts.gov