



**United States District Court  
District of Minnesota**

**CAREER OPPORTUNITY**

Vacancy Announcement #2015-15

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Position:	Procurement Services Technician Regular full-time position
Number of Vacancies:	One
Location:	Minneapolis, MN
Posting Date:	March 27, 2015
Classification:	CL 24
Salary:	Starting Salary Range: \$37,143 to \$46,046 Depending on Qualifications
Closing Date:	Open until filled. Preference will be given to resumes received by Friday, April 10, 2015.
Area of Consideration:	Open to all sources

**Overview of the District of Minnesota**

The U.S. District Court, District of Minnesota, serves the 87 Minnesota counties. The District has four staffed divisional offices located in Minneapolis, St. Paul, Duluth and Fergus Falls. This position supports 7 district judges, 4 senior district judges, 8 magistrate judges, 1 part-time magistrate judge, Clerk's Office and Probation/Pretrial Services staff.

**Introduction**

This position is located in the Clerk's Office in the Minneapolis Courthouse of the U.S. District for the District of Minnesota. The incumbent serves as the Procurement Services Technician and provides support to the operations of the U.S. District Court.

## **Representative Duties**

Serve as Level 1 and 2 Contracting Officer to procure office supplies under the guidance of the Procurement Specialists. Research and seek lowest cost options available. Adhere to the Guide to Judiciary Policy and Court's internal control procedures on procurement practices.

Coordinate the supply rooms in Minneapolis and St. Paul courthouses. Deliver paper and supplies. Make lists of supplies to be ordered.

Receive purchased supplies and checks deliveries against packaging slips. Check deliveries and invoices against purchase orders for type, quantity, and condition. Enter and update information on purchase orders and inventory into automated databases.

Print monthly FAST security reports for review. Perform the annual security review and reports discrepancies to the Financial Administrator and the Administrative Services Manager.

Assist with tracking inventory by tagging furniture and other office materials. Assist the Information Services Department with keeping its inventory of accountable property up to date. Conduct physical sighting of accountable and nonexpendable property.

Work with the Space and Design Specialist to coordinate moving furniture and equipment. Report maintenance and repair problems to the General Services Administration.

Escort vendors when working in the courthouses, for example; movers, delivery staff and document shredding crew.

Oversee copier maintenance issues, including coordinating for repairs.

Assist in identifying and disposing of excess property.

Assist procurement specialists or supervisors with follow-up to vendors and customers, such as clarifying or expediting orders. Obtain quotes from vendors for supplies, furniture, and services.

Perform related office duties for the Administrative Services Department, such as, filing financial documents, mailing correspondence and payments, prepping treatment services invoices, and making copies. Maintains Non Appropriated Account's vouchers and supporting documents, and assist with annual audit preparation.

Perform quarterly Library audit.

Provide support to other departments and administrative staff as required, such as, assisting with naturalization ceremonies, scanning documents, and providing general administrative support.

## **Job Qualifications**

### **Minimum Qualifications**

One year of progressively responsible clerical or administrative experience which provided specialized knowledge of relevant procurement and property management procedures and involved the use of inventory guidelines and automated systems for tracking inventory. High school graduation or equivalent required. Education and experience that demonstrates attention to detail, ability to take directions from others, excellent organization skills, computer experience and customer service skills. Ability to communicate effectively (orally and in writing) with others.

### **Preferred Qualifications**

Two or more years of progressively responsible specialized experience preferred. Additional education beyond high school graduation or equivalent preferred.

### **Benefits**

Employees of the U.S. District Court are not classified under Civil Service, but are entitled to similar benefits. These benefits include participation in the retirement system, health and life insurance programs, holiday and leave accrual, and periodic salary increases.

### **Application Process**

Qualified candidates should email resume **with cover letter** to:

[hr-usdc@mnd.uscourts.gov](mailto:hr-usdc@mnd.uscourts.gov)

**Please enter “Application for Procurement Services Technician Position” in the email Subject line.**

**All documents should be combined and emailed as one PDF attachment.**

The United States District Court requires employees to adhere to a Code of Ethics and Conduct Policy. Use of Electronic Fund Transfer (EFT) for payroll deposit is required.

All application materials received will be reviewed to identify the best qualified candidates. **Only applicants selected to proceed to the next phase of the selection process will be notified.**

The U.S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written notice. If a subsequent vacancy of the same position becomes available within a reasonable time from the original announcement, the Clerk of Court may select a candidate from the qualified applicants.

All final candidates are subject to FBI Fingerprints and background investigation, including criminal history. Applicants must be U.S. citizens or a permanent resident seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so.

***The Court is an Equal Opportunity Employer***