

United States District Court
District of Minnesota



Career Opportunity: Procurement Specialist

Vacancy Announcement #2019-14



OVERVIEW OF THE DISTRICT OF MINNESOTA

The U.S. District Court, District of Minnesota serves all 87 Minnesota counties. The District has four staffed divisional offices located in Minneapolis, Saint Paul, Duluth, and Fergus Falls. The U.S. District Court, District of Minnesota is composed of seven authorized district judges, five senior district judges, eight magistrate judges, one part-time magistrate judge, Clerk's Office staff, and Probation and Pretrial Services Office staff.

Position Details

<u>Title and Type:</u>	Procurement Specialist Full-time
<u>Vacancies:</u>	One
<u>Location:</u>	Minneapolis, Minnesota
<u>Posting Date:</u>	Wednesday, July 31, 2019
<u>Classification/</u>	CL 27
<u>Salary Range:</u>	\$53,356 to \$86,762 (Depending on qualifications)

Closing Date: Open until filled. Preference will be given to resumes received by Wednesday, August 14, 2019, at 5:00 p.m. Central Time.

Area of Consideration: Open to all sources

To apply, qualified applications should follow the instructions below:

- Attach one PDF document, containing:
 - A cover letter that lists where or how you learned about the Procurement Specialist position;
 - Resume; and
 - Names and contact information for three (3) professional references.
- Add "Procurement Specialist" in the email subject line.
- Email the PDF document to:
hr-usdc@mnd.uscourts.gov.

INTRODUCTION

The U.S. District Court Clerk's Office for the District of Minnesota is seeking a Procurement Specialist to perform and coordinate administrative, technical, and professional work to ensure that the Clerk's Office, U.S. Probation and Pretrial Services Office, and chambers are supplied with the materials, equipment, and services required to function optimally.

REPRESENTATIVE DUTIES

- Adhere to the Guide to Judiciary Policy and Judiciary Procurement Program Procedures. Adhere to procurement internal control procedures and other applicable federal laws and regulations.
- Procure supplies, equipment, services, and furnishings, including large and complex procurements through new contracts, competitive bids, or existing government contracts. Seek lowest technically acceptable cost options available. Plan and coordinate time and the delivery of purchases.
- Research and evaluate vendors, prepare contract specifications, obtain and review bids, and negotiate the terms and conditions of contracts. Serve as a Contracting Officer.
- Ensure proper documentation is maintained on all purchases and Reimbursable Work Authorizations (RWA) for audit purposes. Maintain purchasing records and reports.
- Assess requests for goods and services by ensuring that they are allowable under limitations, restrictions, and policies, as well as determining the availability of funds.
- Prepare purchase orders and enter obligations into the Judiciary Integrated Financial Management System (JIFMS).
- Check deliveries and invoices against purchase orders for type, quantity, and condition.

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REPRESENTATIVE DUTIES (CONTINUED)

- Process invoices for payment to vendors and contractors in Judiciary Integrated Financial Management System (JIFMS), including preparing payment vouchers, referencing and closing outstanding obligating documents, and obtaining approvals.
- Execute and maintain Court Reporter and Interpreter contracts and invoices.
- Make procurement recommendations to the court unit executives. Process and recommend the cyclical replacement and maintenance of property and facilities.
- Monitor un-liquidated obligations. Submit un-liquidated obligations report to the Administrative Services Manager, Clerk of Court, and Chief Probation and Pretrial Services Officer.

POSITION REQUIREMENTS AND QUALIFICATIONS

- Two years of specialized experience, including at least one year equivalent to work at the CL-25. Specialized experience includes progressively responsible experience that provided knowledge of the rules, regulations, procedures, and practices of procurement administration, and involved the routine use of automated procurement systems and applications.
- Already possess or the ability to obtain and maintain Contracting Officer Contracting Program certification level 1 and 3.
- Proven skill and accuracy in mathematical calculations and data entry; and the ability to learn the federal judiciary financial systems.
- Demonstrated skill in negotiating terms and conditions of service and contracts with vendors.
- Demonstrated ability to prepare and maintain purchase orders and other similar documents, as well as maintaining detailed records.
- Proven ability to successfully multitask, be proactive, and highly self-motivated.
- Demonstrated ability to conduct in-depth research, analyze options, and manage complex procurement and financial issues.
- Possess excellent interpersonal, as well as oral and written communication skills.
- Demonstrated ability to maintain confidentiality, and a strong sense of personal and professional integrity.
- Extensive experience with and knowledge of MS Office products, such as Word, Excel, and Adobe Acrobat.
- Bachelor's degree in Accounting, Finance, Business Administration, or a related field, from an accredited college or university, is preferred.
- 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.

ENVIRONMENTAL DEMANDS

- Work is normally performed in an office setting.
- Frequent lifting of boxes and moving of equipment may be required.
- Some travel may be required.

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BENEFITS

- The opportunity to serve in a rewarding public service position.
- Accrual of paid vacation and sick leave.
- Paid federal holidays.
- Extensive health, life, dental, vision, and long-term care insurance plans.
- A defined benefit pension plan.
- On-site fitness centers.
- Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plans through the Thrift Savings Plan (TSP) with employer matching contributions.
- Pre-tax transportation, medical, and childcare reimbursement accounts.
- Extensive on-line training options. Travel reimbursement for in-person training and professional conferences available, funds permitting.
- Subsidized transit program.
- Telework, alternative work schedules, and other workplace flexibilities.

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or permanent residents seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. Judiciary employees serve under excepted appointments, and are considered “at-will” and may be terminated with or without cause or notice by the Court.

The U.S. District Court requires employees to adhere to the [Code of Conduct for Judicial Employees](#). This position is also subject to mandatory Electronic Fund Transfer (EFT) for payroll deposit.

All final candidates are subject to FBI fingerprints and background investigation, including criminal history. The individual hired to perform the duties for this position may be subject to further background investigations when necessary.

APPLICATION INFORMATION AND PROCESS

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.** Submission of application materials using a link to a cloud-based system will not be reviewed. **All application materials must be attached to the email as directed.**

The U.S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, and to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without prior written notice.

An Equal Opportunity Employer