

U.S. District Court
Northern District of Ohio
Career Opportunity
VA #18-23



Property & Procurement Assistant

Location: Cleveland, Ohio

Reports to: Financial Supervisor

Position Type: Full-time permanent

Area of Consideration: All qualified applicants

Classification: CL 23 to CL 24
(Promotion potential without further competition)

Starting Salary Range: \$34,437- \$47,680

Posted: November 21, 2018

Closes: Opened until filled – first consideration given to applications received by Wednesday, December 12, 2018.

PROCUREMENT DEPARTMENT OVERVIEW:

The Procurement Department supports the work of judicial officers and staff and the Clerk's Office by managing all equipment, supplies, and services purchases required to support the business of the court. Staff members are cross trained on all aspects of procurement and often participate in projects and assignments that support other financial, operational or administrative functions. Members of the procurement staff are highly service and detail oriented; they excel in developing and maintaining good working relationships with a variety of staff and contacts internally and externally; and they are focused, organized and outcome oriented.

POSITION SUMMARY:

This position involves assisting with administrative, technical, and professional procurement work on a daily basis while providing excellent customer service, providing support to senior procurement staff, and managing multiple tasks and assignments. The focus of the position is ensuring that all judicial chambers and Clerk's Office departments are supplied with the materials, equipment, and services required to function optimally. A critical function of this position is ensuring compliance with the appropriate guidelines, policies, and approved internal controls. As business needs require, this position may also assume or assist with duties in areas such as finance or operations. Occasional travel within and outside the District may be required. Incumbent must be able to obtain Contracting Officer Contracting Program Certifications (level 1) within 60 days from date of hire. Starting salary commensurate with work experience, education, prior/present pay history and previous federal court experience

REPRESENTATIVE DUTIES:

- Procure supplies, 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. Issue and deliver materials and supplies to requesting offices.
- Assess requests for goods and services, ensuring they are allowable under limitations, restrictions and policies, as well as determining the availability of funds.
- Maintain lists of vendors and sources of supply for goods and services. Assist in the research and evaluation of suppliers based on price, quality, selection, service, support, availability, reliability, production, and distribution capabilities as well as reputation history. Assist with the maintenance oversight and logs for copier inventory.

- Review, evaluate, and verify the accuracy of invoices and processes payments for approval. Maintain audit-compliant files for all purchasing and payment activity.
- Oversee the Court's inventory items and inventory database. Tag furniture and other office materials or equipment. Move, setup, and examine furniture and equipment, noting and reporting any defects. Track and manage other inventory-related projects as assigned. Report maintenance and repair problems to the General Services Administration (GSA).
- Assist with the record keeping and coordination of the official government vehicle.
- Participate in and provide support for space/facilities projects and safety and emergency preparedness plans and programs. Attend or participate in project meetings as required. Assist with monitoring, coordinating, and responding to day-to-day facilities management issues. Maintain files and information related to facilities management, safety and emergency preparedness, disaster recovery, space planning, and space and facilities projects.
- Assist in writing and/or revising operating procedures for procurement management.
- Participate in other projects or cross-training within the Clerk's office and perform other administrative duties as required.

QUALIFICATIONS: (Qualifications must be met at the time of application)

CL 23 Minimum:

- High School Graduate or equivalent.
- Applicants must have a least two (2) years of general experience. General experience is progressively responsible clerical, office, or other work that indicates the possession of, or ability to acquire, the particular knowledge and skills to perform the duties of the position.

CL 24 Minimum:

- Applicants must have a least one (1) year of specialized experience. Specialized experience is progressively responsible purchasing experience that provides knowledge of the rules, regulations, practices and principles of procurement; and involves the routine use of automated financial and accounting systems or other computer based systems and applications such as word processing, spreadsheets or databases.

Preferred:

- Bachelor's degree in business, accounting, or finance from an accredited four-year college or university
- Experience in court or legal environment.

The ideal candidate will possess the following professional competencies:

- Strong analytical problem solving skills, attention to detail, and ability to effectively plan and prioritize tasks.
- Excellent customer service and communication skills and the ability to be flexible and collaborative.

BENEFITS:

Employees of the U.S. District Court are eligible for, but not limited to, the following employment benefits:

- Accrual of paid vacation and sick leave days; and paid holidays
- Participation in pre-tax benefit programs (health, dental, and vision insurance programs, flexible spending accounts, commuter reimbursement benefit)
- Group life insurance and long term care insurance
- Participation in the Federal Employees Retirement System (FERS)

- Traditional (pre-tax) and Roth (post-tax) retirement savings and investment plan through the Thrift Savings Plan (TSP) with employer matching contributions
- Federal court employees can join the Federal Court Clerks Association, a national, professional court organization
- Fitness center
- Transit subsidy

HOW TO APPLY:

Email the following documents IN A SINGLE PDF to apply@ohnd.uscourts.gov. ALL DOCUMENTS MUST BE PROVIDED TO BE CONSIDERED FOR THIS POSITION:

- Subject of Email should read: **Vacancy 18-23- Property and Procurement Assistant**
- Cover Letter addressing your particular skills and experience; with an explanation of how those skills and experience may contribute to the organization.
- Current Resume.
- List of three (3) professional references.
- Completed Employment application (AO78) found at this link:
<http://www.ohnd.uscourts.gov/careers>

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

First consideration will be given to application packets received not later than the close of business (5:00 p.m. EST), on Wednesday, December 12, 2018.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.

All applicants must be a U.S. Citizen or be eligible to work in the United States. All appointments subject to FBI Fingerprint background investigation; with periodic reinvestigation, if applicable. Retention depends on favorable suitability determination. Judiciary employees serve under excepted appointments, and are considered "at will" and can be terminated with or without cause by the Court. All appointments are subject to mandatory electronic funds transfer. All employees are required to adhere to the Code of Conduct for Judicial Employees that is available to review at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>

The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.