



U. S. District Court  
Northern District of Ohio  
801 West Superior Avenue  
Cleveland, Ohio 44113

#### Benefits

Federal Benefits Include:

- Paid Annual Leave
- Paid Sick Leave
- Paid Holidays
- Pre-tax benefit programs
- Health Insurance
- Vision/Dental Insurance
- Group Life insurance
- Long-Term Care Insurance
- Defined contribution retirement benefits (FERS)
- Thrift Savings Plan (TSP) - 401 (k)-styled program with up to 5% match
- Transit subsidy
- Fitness Center

The U. S. District Court for the Northern District of Ohio is an Equal Opportunity Employer.

## U. S. DISTRICT COURT NORTHERN DISTRICT OF OHIO Procurement Technician

### VACANCY #21-38

**LOCATION:** Cleveland

**REPORTS TO:** Clerk's Office

**STATUS:** Full-time (8am-4:45pm)

**CLASSIFICATION:** CL 24 – CL 25

**POSTED:** September 15, 2021

**SALARY RANGE:** \$36,413- \$65,546

**CLOSING DATE:** Open Until Filled. *First consideration given to applicant packets received by September 29, 2021.*

**AREA OF CONSIDERATION:** All qualified applicants

#### **Position Overview**

The Procurement Technician performs and coordinates administrative, technical, and professional work ensuring that the court unit is provided with supplies, materials, equipment, and services required for optimal functionality. The incumbent ensures compliance with appropriate guidelines, policies, and internal controls. Duties include purchasing supplies, equipment, and furnishings within a set dollar amount, and preparing bids, as required. The Procurement Technician may assist with complex procurement related projects at the direction of higher-level staff. As business needs require, this position may also assume or assist with duties in areas such as finance or operations. (Promotion potential to CL 25 without further competition)

**Duties and Responsibilities** include, but are not limited to the following:

- Procures supplies, equipment, services and furnishings from government and non-government sources.
- Assesses requests for goods and services, ensuring they are allowable under limitations, restrictions, and policies, as well as determining the availability of funds.
- Adheres to all procurement related policies and procedures including the *Guide to Judiciary Policy*, Judiciary Procurement Program Procedures and local procurement policies and internal control procedures. Understands and applies AO audit guidelines.
- Maintains lists of vendors and sources of supply for goods and services. Assists in the research and evaluation of suppliers.
- Reviews, evaluates, and verifies the accuracy of invoices and processes payments for approval. Maintains audit-compliant files for all purchasing and payment activity.
- Prepares purchase orders and enters obligations into Judiciary Integrated Financial Management System (JIFMS).
- Checks deliveries and invoices against purchase orders.
- capabilities as well as their reputation and history.
- Prepares specifications, solicitations, and requests for qualifications/proposals.
- Research products and equipment.

## Procurement Technician (21-38)

### How to Apply:

Applicants must submit ONE PDF file containing the following to:

[Apply@OHND.uscourts.gov](mailto:Apply@OHND.uscourts.gov)

Subject of email should read VA 21-38 Procurement Technician.

- Cover Letter
- Resume
- Three professional references with contact information.
- Application for Federal Judicial Employment found at:

<http://www.ohnd.uscourts.gov/careers>

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

### Conditions of Employment:

- Applicants must be U. S. citizens or eligible to work without restriction in the United States.
- Completion of FBI background check including fingerprint records check.
- Employment is considered provisional until the FBI background check is complete.
- Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judiciary Policy, and are bound by the Code of Conduct for Judicial Employees.
- Employees are considered "at will".
- Employees are required to use direct deposit for payroll.

- Obtains competitive bids, quotes, and proposals from vendors and contractors. Reviews evaluations with requestors and subject matter experts.
- Assists in the development of annual plans, schedule, and budget for areas of procurement responsibility.
- Prepares spreadsheets and maintain databases to track certain expenditures.
- Assists in writing and/or revising operating procedures for procurement management.
- Serves as back up for other procurement staff members.
- Travels within and outside the district as required for meetings, training, and conferences.
- Participates in other related projects within the Clerk's office or performing other administrative duties as required.

### **Qualifications (Must be met at the time of application):**

#### **Required:**

- High School Diploma or equivalent.
- Applicants must have a least one (1) year of specialized experience. Qualified applicants must meet the requirement for one (1) of the definitions below.
  - Procurement: Progressively responsible experience in purchasing 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.
  - Court Knowledge: Advanced knowledge and experience in the operational functions and procedures of the judiciary, demonstrated in the ability to follow and apply moderately complex federal judiciary rules and procedures with a track record of exceptional customer service.

#### **Preferred qualifications include:**

- Bachelor's degree in business or finance from an accredited four-year college of university
- Government purchasing experience.
- Knowledge of the accounts, procedures, and applicable financial automated systems of the judiciary.
- Excellent Customer Service Skills.
- Solid critical thinking and problem-solving skills.
- Ability to maintain confidentiality.
- Detail orientated with strong organizational skills.

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.