



**United States District Court
Southern District of Ohio
<http://www.ohsd.uscourts.gov/>**

VACANCY ANNOUNCEMENT

November 10, 2016

**Vacancy Announcement Number – 16-25/PSCOL
Procurement Specialist – one vacancy – full-time permanent
Duty Station –Columbus Courthouse – 85 Marconi Blvd.**

Salary: CL 26 (\$44,294-\$71,979)

Appointment at CL 26 has future promotion potential to CL 27 without further advertisement.

Closing date for receipt of application packets: Thursday, December 1, 2016 at 11:59 pm

The Procurement Specialist performs duties which ensure the court is supplied with the materials, equipment, and services to function optimally. The incumbent assists in performing administrative and technical work related to Court's Criminal Justice Act (CJA) eVoucher Payment Program. The Procurement Specialist ensures compliance with the appropriate guidelines, policies, and approved internal controls. Procurement Specialists report to the Administrative Services Supervisor.

ABOUT THE SOUTHERN DISTRICT OF OHIO:

The Southern District of Ohio covers a broad geographic area encompassing forty-eight urban and rural counties from just north of Columbus down to the Ohio River. The District is comprised of over 250 individuals including twenty active Judicial Officers, as well as Chambers Staff, Clerk's Office staff, U.S. Probation Office's staff and U.S. Pretrial Services Office's staff, located in the Cincinnati, Columbus and Dayton Courthouses.

DUTIES AND RESPONSIBILITIES:

- Procure supplies, equipment, 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.
- Assess requests for goods and services by ensuring that they are allowable under limitations, restrictions, and policies, as well as determining availability of funds. Review accounting records of each functional allotment and reconcile accounts. Ensure that accounts have funds available for items being purchased. Prepare spreadsheets and maintain databases to track certain expenditures.
- Adhere to the Guide to Judiciary Policy and Judiciary Procurement Program Procedures on procurement practices. Prepare spreadsheets and maintain databases to track certain expenditures. Adhere to the court unit's internal control procedures.
- Review, evaluate and maintain property management.
- Identify and maintain lists of vendors and sources of supply for goods and services. Review, evaluate, verify, and process invoices and prepare payment requests.
- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production, and distribution capabilities as well as the reputation and history. Prepare specifications, solicitations, and requests for qualifications/proposals; research products and equipment; prepare product/equipment specifications. Obtain and review competitive bids, quotes, and proposals from vendors and contractors; discuss evaluations and review with requesters and subject matter experts.
- Negotiate with vendors for the best price over contracted services and purchases. Coordinate with selected vendors on supply and delivery of purchased items. Evaluate and monitor contract performance to ensure compliance with contracted obligations; assist with clarifying contract requirements and resolving any conflicts. Recommend cyclical replacement of accountable property.

- Reviews CJA vouchers submitted for payment, including research of CJA guidelines, court docket, and other sources as needed to make necessary determinations on changes/corrections, as applicable.
- Ensure accuracy and proper accounting processes. Enter data in the automated CJA eVoucher payment system.
- Serve as liaison between the Bar, the Court, the Circuit, the Administrative Office's CJA Section, and the Defender Services Division regarding all CJA payment-related matters and customer service.
- Maintain control over unit cash registers, including collecting and balancing cash drawers daily. Count monies received and process receipts and deposits in appropriate bank accounts.
- Able to take on special projects as assigned.
- Perform other related duties as required.
- Some Travel is Required.

REQUIRED QUALIFICATIONS: To be considered for this position at;

- A Bachelor's Degree in Accounting, Finance, Business Administration, or related field is preferred.
- Ability to learn the federal judiciary financial systems along with skill and accuracy in mathematical calculations and data entry.
- Skill in negotiating terms and conditions of services and contracts with vendors and in preparing and maintaining purchase orders and other similar documents, as well as maintaining detailed records.
- Ability to conduct in-depth research, analyzes options, and manages complex procurement and financial issues.
- Ability to evaluate and to tactfully advise as to whether or not proposed purchases will meet needs.
- Excellent communication skills, both oral and written.
- Thorough working knowledge of MS Office products including Word, Excel, and Access.

The successful applicant must have excellent communication, research, writing and interpersonal skills with the ability to work with others and have the ability to learn new technologies. The incumbent must be able to multitask, be highly self-motivated, and proactive. The ability to maintain confidentiality is essential.

Experience in using Adobe Acrobat, Microsoft Word, Microsoft Excel, and Lotus Notes.

SPECIALIZED EXPERIENCE:

- One year of specialized experience 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.
- Ability to obtain Contracting Officer Contracting Program certification level 1 and 3, if not already certified.

Benefits:

The United States District Court offers a generous benefits package to full-time permanent employees which include:

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| 10 Paid Federal Holidays | Long-Term Care Insurance (optional) |
| 13 Days Paid Vacation (per year for the first three years) | Public Transit Subsidy Program (optional) |
| 20 Days Paid Vacation (after three years) | Credit Union Participation (optional) |
| 26 Days Paid Vacation (after fifteen years) | Life Insurance (optional) |
| 13 Days Paid Sick Leave | Medical, Dental, and Vision Coverage |
| Thrift Savings Plan with matching funds (401k & Roth 401k style) (optional) | |
| Participation in Federal Employees Retirement System (FERS-FRAE) | |
| Health, Dependent & Commuter Reimbursement Programs (optional) | |

Conditions of Employment:

Applicants must be U.S. citizens or 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. Positions in the Federal Judiciary are excepted service appointments, are considered "at will" and can be terminated with or without cause.

The applicant selected will be subject to an FBI background check and continued employment contingent upon favorable suitability determination. A negative finding from the background check may result in termination of employment.

All information provided by applicants is subject to verification. Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

Qualified applicants should submit one complete applicant's packet which includes: a letter of interest, a current/detailed resume, and a completed Application for Judicial Branch Federal Employment (form AO 78, available on the court website).

All documents should be submitted as a single PDF with the reference number 16-25/PSCOL to:

Christina Romano
Human Resources Manager
Email: districtcourt_vacancy@ohsd.uscourts.gov

Please do not cut and paste your resume into your email.

Please ensure the AO78 (Application for Judicial Branch Federal Employment form) attached in your email has populated before sending to the districtcourt_vacancy@ohsd.uscourts.gov mailbox.

If you fail to provide these documents, your application package may be considered incomplete and may not be considered any further.

Travel and relocation expenses will not be reimbursed.

The District reserves the right to amend or withdraw any announcement without written notice to applicants. The District reserves the right to conduct interviews at any time prior to or after the closing date for receipt of applications. Only applicants selected to receive an interview will be notified by phone or e-mail.

The Southern District of Ohio is an Equal Opportunity Employer and Values Diversity in the workplace.