



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON

PROCUREMENT SPECIALIST

ANNOUNCEMENT NUMBER 17-WAW-07

ANNOUNCEMENT DATE November 28, 2016

CLOSING DATE Open until filled; preference given for resumes received by December 18, 2016

The U.S. District Court for the Western District of Washington is seeking a qualified Procurement Specialist. This position is located at the federal courthouse in Seattle, Washington, with some travel to divisional offices required.

The Procurement Specialist will report to the Budget and Procurement Administrator, and join a department that provides support in the areas of purchasing, accounts payable, budget, and human resources. Administrative Services serves the U.S. District Court and Probation and Pretrial Services staff of 240 people, including judicial officers, chambers staff, clerk's office staff, and probation and pretrial services staff district-wide.

REPRESENTATIVE DUTIES

- Assess requests for goods and services by ensuring that they are allowable under Judiciary guidelines and determine availability of funds. Review accounting records of each functional allotment and reconcile accounts.
- Research and evaluate suppliers based on a variety of established criteria. Maintain lists of vendors and sources of supply for goods and services. Review and verify invoices.
- Record obligations and reconcile and record invoice payments in the accounting system with purchase orders and payment vouchers;
- Work with judges and court staff to purchase supplies, equipment, miscellaneous services and furnishings via purchase card and open competitions;
- Administer procurements and vendor contracts by monitoring performance, assuring compliance with the terms and conditions of contracts;
- Ensure adherence to all applicable guidelines on contracting, property, and purchasing practices;
- Assist with furniture purchase plans district-wide.

QUALIFICATIONS

High school graduate or equivalency required plus two years progressively responsible administrative, technical or professional experience.

The successful candidate will also possess:

- Strong written and verbal communication skills;
- Strong math skills;
- Extraordinary attention to detail;
- Excellent organizational and time management skills;

- Strong customer service skills and ability to deal with a wide variety of people tactfully and courteously;
- Ability to use independent judgment and discretion;
- Excellent data entry skills;
- Ability to lift 25 pounds overhead.

Preferred qualifications include:

- Knowledge of and experience with government procurement practices;
- Experience with contracting;
- Experience with facilities projects;
- Experience with inventory management;
- Experience in bookkeeping or accounts payable;
- Experience with automated financial management systems;
- A bachelor's degree.

SALARY

Court Personnel System Classification Level:

CL26, Step 1 – 61, \$46,124 - \$74,953

CL27, Step 1 – 61, \$50,668 - \$82,358

Depending on experience and qualifications; additional promotional potential without further recruitment.

INFORMATION FOR APPLICANTS

Qualified applicants should submit:

- A cover letter describing how your background makes you the ideal candidate for this position;
- Resume.

To: Human Resources (#17-WAW-07)

U. S. District Court

700 Stewart Street, Suite 2218

Seattle, WA 98101

or via e-mail (Word or Acrobat .pdf format) to:

seattle_personnel@wawd.uscourts.gov

Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Applicants selected for interviews must travel at their own expense. Qualified applicants selected for interviews will be tested.

The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.

The Federal Financial Management Reform Act requires direct deposit of federal wages. The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.

BENEFITS	<p>The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, management may elect to select a candidate from the applicants who responded to the original announcement without posting the position. More than one position may be filled from this announcement.</p> <p>Employees of the United States District Court are considered “at will” employees. Judiciary employees participate in the Federal Employees Retirement System, Thrift Savings Plan (similar to a 401K), health and life insurance benefits, long term disability and long term care options, annual and sick leave accrual, and ten paid holidays per year. Judiciary employees are <u>not</u> covered by the Office of Personnel Management’s civil service classification system or regulations. For additional information on employment with the federal courts, please visit www.uscourts.gov.</p>
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The United States District Court is an equal opportunity employer and values diversity in the work place.