S GRING	UNITED STATES DISTRICT COURT WESTERN DISTRICT OF WASHINGTON PROCUREMENT SPECIALIST
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ANNOUNCEMENT NUMBER	17-WAW-21
ANNOUNCEMENT DATE	May 5, 2017
CLOSING DATE	Open until filled; preference given for resumes received by May 21, 2017
	The U.S. District Court and U.S. Probation and Pretrial Services for the Western District of Washington are seeking a Procurement Specialist. This position is located at the federal courthouse in Seattle, Washington, with some travel to divisional offices required.
	Nurturing relationships with vendors and internal customers is our key to success. If you are outgoing, adaptable, and rock solid with numbers, we want you to join our team. Procurement Specialists are responsible for the full cycle of acquisition including purchasing, contracting, accounts payable, and furniture inventory. We work in a fast-paced environment, where you would be expected to learn new systems quickly and with minimal supervision.
	This position is part of the Administrative Services department that provides support in the areas of purchasing, accounts payable, budget, facilities, and human resources. We serve a staff of 240 people, including judges, chambers, clerk's office, and probation and pretrial services staff.
REPRESENTATIVE DUTIES	 Work with judges and court staff to purchase supplies, equipment, miscellaneous services and furnishings via purchase card and open competitions;
	 Record obligations and reconcile and record invoice payments in the accounting system with purchase orders and payment vouchers. Review and verify invoices;
	Monitor vendor performance, assuring compliance with contract terms and conditions;
	 Assess, plan and coordinate purchase requests by ensuring that they are allowable under Judiciary guidelines and determining availability of funds;
	 Research and evaluate suppliers based on a variety of established criteria. Maintain lists of vendors and sources of supply for goods and services.
	 Ensure adherence to all applicable guidelines on contracting, property, and purchasing practices;
	Assist with furniture purchase plans district-wide.
QUALIFICATIONS	High school graduate or equivalent plus two years progressively responsible administrative, technical or professional experience.
	The successful candidate will also possess:
	 Strong written and verbal communication skills and strong math skills;
	• Extraordinary attention to detail, organizational and time management skills;
	 Strong customer service skills and the ability to deal with a wide variety of people tactfully and courteously;
	 Ability to use independent judgment and discretion;
	Excellent data entry skills.

	Preferred gualifications include:
	 Experience with government procurement practices and contracting;
	 Experience in bookkeeping or accounts payable;
	 Experience with automated financial management systems;
	 A bachelor's degree.
SALARY RANGE	Court Personnel System Classification Level:
	CL26, Step 1 – 61, \$47,338 - \$76,932
	CL27, Step 1 – 61, \$52,013 - \$84,514
	Depending on experience and qualifications; additional promotional potential without further recruitment.
BENEFITS	The District Court offers a generous benefit package, including transit passes, participation in a defined benefit pension plan (the Federal Employees Retirement System), Thrift Savings Plan (similar to a 401K), health and life insurance benefits, flexible spending accounts, 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 Executive Branch civil service classification system or regulations. For additional information on employment with the federal courts, please visit <u>www.uscourts.gov</u> .
INFORMATION FOR APPLICANTS	Qualified applicants should submit:
	A cover letter describing how your background makes you the ideal candidate;A resume.
	Via e-mail (Word or Acrobat .pdf format) to: <u>seattle_personnel@wawd.uscourts.gov</u>
	Or to:
	Human Resources (#17-WAW-21)
	U. S. District Court
	700 Stewart Street, Suite 2218 Seattle, WA 98101
	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.
	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 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.
	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. In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, management may select a candidate from the applicants who responded to the original announcement.