



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON

PROCUREMENT SPECIALIST

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.

