



U.S. Probation Office Western District of Arkansas

Procurement Specialist

ANNOUNCEMENT #: 21-USPO-03
POSITION TYPE: Full-time, Permanent
DUTY LOCATION: Fort Smith, Arkansas
SALARY RANGE: CL-27 \$51,709-\$84,059 (depending on experience and qualifications)
OPENING DATE: Thursday, April 8, 2021
CLOSING DATE: **EXTENDED:** Open until filled; applications received by 4:30 PM CST on Friday, May 14, 2021 will be given preference.

POSITION OVERVIEW

The U.S. Probation Office in the Western District of Arkansas is seeking applications for a Procurement Specialist. The Procurement Specialist performs advanced procurement activities requiring advanced knowledge of procurement policies and practices. The incumbent performs activities which include preparing complicated specifications, negotiating service contracts, and preparing significant and large purchase orders.

SUMMARY OF DUTIES

- 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 they are allowable under limitations, restrictions, and policies.
- Prepare purchase orders from approved requests ensuring proposed purchase will satisfy the requestor's need.
- 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 and discuss evaluations and review with requestors.
- 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.
- Evaluate, verify, and process invoices and review orders and payments for financial accuracy and adherence to appropriate guidelines, policies, and internal controls.
- File, scan, and maintain procurement documents in accordance with the Guide to Judiciary Policy.
- Provide guidance on procurement procedures in accordance with the Guide to Judiciary Policy and local procedures.
- Adhere to the Guide to Judiciary Policy on procurement and the court unit's internal control procedures.
- Assist as backup in various areas while maintaining appropriate separation of duties.
- Serve as a Level 2 Contracting Officer for treatment services. Review and monitor the accurate submission of billing documents from the providers to ensure the appropriate disbursement of funds.
- Serve as court liaison with GSA, Space and Facilities Division of the Administrative Office, the Eighth Circuit, various court agencies, vendors, and contractors on assigned projects.
- Perform other duties as assigned.

REQUIRED EXPERIENCE & QUALIFICATIONS

- Two years of specialized experience in the financial or business field that provided a knowledge of the rules, regulations, practices, and principles of financial administration and/or accounting, and involved the routine use of automated financial and accounting systems or other computer-based systems and applications such as word processing, spreadsheets, or databases.
- Proven skill and accuracy in mathematical calculations and data entry; ability to learn the judiciary financial systems.
- Demonstrated skill in negotiating terms and conditions of service and contracts with vendors.
- Demonstrated ability to prepare and maintain contracts, purchase orders and other similar documents.

- Excellent communication and interpersonal skills, both oral and written.
- Excellent organizational skills, including ability to manage multiple high impact projects and priorities within strict deadlines in a fast-paced environment.
- Self-starter with demonstrated analytical and problem-solving skills, professional demeanor, and ability to exercise sound judgment.
- Experience working in a team environment and possess a strong work ethic.
- Extensive experience with and knowledge of MS Office products, such as Word, Excel, and Adobe Acrobat; and skill in use of automated equipment including database applications and systems to prepare contracts and purchase orders.
- Knowledge of general government procurement policies and procedures and financial systems and protocols needed to maintain purchase order information and invoice payment processing is preferred.
- Additional experience managing space and facility projects is preferred.
- A bachelor's degree in a related field, such as accounting, finance, business, etc. is preferred.
- The incumbent must meet all educational and training requirements for the judiciary's Contracting Officer Certification Program (COCP) and become certified with Level 1 (Government Purchase Card) and Level 3 (Contracting Officer) authority within one year of hire.

BENEFITS

Judiciary employees are eligible for a full range of benefits such as paid vacation and sick leave, paid holidays, retirement benefits that include a defined contribution program and the Thrift Savings Plan (TSP). TSP is a 401(k) equivalent program that includes matching contributions. Additional benefits include health and life insurance, disability and long-term care insurance, dental and vision insurance and a Flexible Benefits Program which includes medical and dependent care reimbursement. Additional benefit information is available at <http://www.uscourts.gov/careers/benefits>

BACKGROUND INVESTIGATION REQUIREMENTS

This is a High Sensitive position within the Judiciary. The selected candidate must successfully complete a five-year background investigation with periodic updates every five years thereafter. Any applicant selected for a position will be hired provisionally pending successful completion of the background investigation. Unsatisfactory results may result in termination of employment.

CONDITIONS OF EMPLOYMENT

Applicants must be a U.S. citizen or be eligible to work in the United States. The position is subject to mandatory electronic fund transfer (direct deposit). Judiciary employees serve under excepted appointments and are considered "at will." Employees are required to adhere to the Code of Conduct for Judicial Employees which can be found at www.uscourts.gov.

APPLICATION PROCEDURES & INFORMATION

Qualified applicants should submit a complete application packet which includes a letter of interest, a current and detailed resume, list of three professional references, and a completed Application for Judicial Branch Federal Employment (Form AO-78). You may download this form from www.uscourts.gov. Attachments must be saved as a single PDF file. Please reference the vacancy announcement number in the subject of the email. Email your complete packet to: heather_burns@arwp.uscourts.gov.

The United States District Court for the Western District of Arkansas is an Equal Opportunity Employer and values diversity in the workplace. The U.S. District Court provides reasonable accommodations to applicants with disabilities in accordance with the American with Disabilities Act. If you need a reasonable accommodation, please notify human resources.

The Court reserves the right to modify the conditions of this job announcement or withdraw the announcement, which may occur without prior written or other notice. If a subsequent vacancy of the same position becomes available within a reasonable timeframe of the original announcement, the Clerk of Court may elect to select a candidate from the original qualified applicant pool.

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