



VACANCY ANNOUNCEMENT

UNITED STATES DISTRICT COURT WESTERN DISTRICT OF PENNSYLVANIA

Address: Joseph F. Weis Jr. Courthouse
700 Grant Street, Suite 3110
Pittsburgh, PA 15219

Website: www.pawd.uscourts.gov



Position: Procurement & Facilities Specialist
Vacancy: 20-02
Duty Station: Pittsburgh, Pennsylvania
Salary: CL 25 (\$43,561 – 70,856)

Salary commensurate with experience and qualifications. Promotion potential without further advertisement to CL 26 (\$47,987 - \$78,004)

Overview

Procurement specialists ensure that court units are supplied with required materials, equipment, and services. Individuals ensure compliance with guidelines, policies, and approved internal controls. [Click here](#) to view a brief video about procurement professionals.

Representative 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. Compare invoices against purchase orders for type, quantity, and condition.
- Assess requests for goods and services by ensuring they are allowable under limitations, restrictions, and policies. Confirm availability of funds. Provide expenditure reports to supervisor for budget control purposes.
- Identify and maintain lists of vendors and sources of supply for goods and services. Assist in the research and evaluation of suppliers based on price, quality, selection, service, support, availability, reliability, production, and distribution capabilities, as well as their reputation and projects and equipment. Draft product/equipment specifications. Assist in obtaining and reviewing quotes, and proposals from vendors and contractors. Discuss evaluations and review with requesters, subject matter experts, and management.
- Prepare purchase orders from approved requests; ensure proposed purchase will satisfy the requestor's need, and forward for approval. Review invoices from suppliers and prepare payment vouchers for approval, including supporting documentation.
- Order repairs and oversee maintenance on office equipment, including monthly meter reading for all leased copiers. Deliver and issue materials and supplies to requestors and offices throughout the district.
- Adhere to the Guide to Judiciary Policy and Judiciary Procurement Program Procedures. Adhere to the court unit internal controls, procedures, and separation of duty practices.
- Serve as a technical liaison between the contractor and the contracting office. Assist in the negotiation with vendors for the best price over contracted services and purchases.
- Assist with monitoring and overseeing space and facilities project work. Assess, document, prioritize, and respond to project problems. Attend or participate in project or construction meetings as a representative of or advisor to the Court. Monitor, coordinate, and react to day-to-day facilities management issues.
- Perform other duties as assigned.

How to Apply

Apply only through the court's online application tracking system which is accessed at the Employment Section (Court Info) of the Western District of Pennsylvania website: [Click here](#)

Please submit the following: a cover letter stating the reason for your interest in the position; a resume, including complete employment, educational history, skills, and experience; and a completed Application for Judicial Branch Federal Employment, AO78, which can be downloaded when applying or [Click here](#)

Applicants will receive an email confirmation upon receipt. Incomplete applications will not be considered.

Only candidates selected for testing and interview will be notified and must travel at their own expense. Relocation expenses will not be reimbursed.

Important Dates

Opening: 01/13/2020

Closing: Open until filled. Preference will be given to those applications received by February 7, 2020.

District Overview

The District's jurisdiction encompasses the 25 western counties of Pennsylvania, with courthouses located in Erie, Johnstown and Pittsburgh. The District is comprised of United States District Judges, United States Senior District Judges, United States Magistrate Judges and approximately 125 employees.

Qualification Requirements

- High school diploma or equivalent, two years of general experience and a minimum of two years of specialized experience.
- Possess the ability to type 35 WPM and lift 40-pound boxes.
- Ability to work independently with minimal supervision and to function effectively as part of a team.
- Strong organizational skills and the ability to function as a team player in a fast-paced, team-oriented office environment, and the ability to handle multiple assignments with frequent interruptions.
- Ability to communicate effectively (orally and in writing)
- Ability to interact effectively and appropriately with the public, providing customer service and resolving difficulties while complying with regulations, rules, and procedures regarding jury administration.
- Ability to effectively meet and serve the public and possess tact, good judgment, initiative and neatness of appearance.
- Excellent computer skills and ability to work with a variety of programs and applications.
- Ability to manage multiple tasks and priorities and adhere to strict deadlines; accuracy and attention to detail required.
- Ability to maintain confidentiality and use sound judgment.
- Exhibit the highest standards of excellence, integrity, and customer service.
- Ability to display at all times and to all persons, a courteous, professional and cooperative attitude.

General Experience means progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. Education above high school may be substituted for general experience.

Specialized Experience means progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives or laws. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices and corporate headquarters or personnel/payroll operations.

Preferred Qualifications/Court Preferred Skills

Candidates with federal court experience and a bachelor's degree or above.

Benefits

Employees are eligible for a full range of benefits to include retirement, health and life insurance, flexible benefits, long-term care insurance, paid holidays, and annual and sick leave accrual. [Click here](#) for additional information.

Background Investigation

This position is classified as a high-sensitive position which requires the selected candidate to submit to a five-year background investigation with periodic updates every five years thereafter. The selected candidate may be hired provisionally pending the successful completion of the required background investigation and favorable employment suitability determination.

Applicant Information

Employees must adhere to a [Code of Conduct](#). The Court provides reasonable accommodations to applicants with disabilities. Veterans' preference is not a factor used in Judicial Branch appointments. Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments, which are "at will" and may be terminated with or without cause. Employees are required to use electronic funds transfer for payroll deposit. The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which may occur without prior written or other notice. In the event a position becomes vacant in a similar classification within a reasonable time from the original announcement, the Clerk of Court may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.

The United States District Court, Western District of Pennsylvania is an Equal Opportunity Employer.