



CAREER OPPORTUNITY

U.S. DISTRICT COURT, EASTERN DISTRICT OF MICHIGAN

PROCUREMENT SPECIALIST

The Theodore Levin
United States
Courthouse

231 W. Lafayette Blvd.
Detroit, MI 48226

www.mied.uscourts.gov

Vacancy Number:
18-06

Posting Date:
July 6, 2018

Closing Date:
August 5, 2018

Duty Station:
Detroit, MI

Classification Level:
CL 25

Starting Salary Range:
\$ 44,280- \$55,369

CL 25 Salary Range:
\$44,280-\$72,004

Promotion Potential:
CL 27

CL 27 Salary Range:
\$53,568-\$87,125

**Number of Positions
Available:**
1

Position Open to:
All qualified candidates

The Mission of the Court Services Department:

This position is located in the Court Services Department in Detroit, Michigan, reporting directly to the Court Services Manager. Court Services' mission is to provide high quality, and cost effective procurement services, and to serve as a primary resource and partner in all aspects of facility service management. Court Services strives to achieve results that exceed expectations through our commitment to the Court family. Our focus is on being accessible, efficient, proactive, and responsive.

How a Procurement Specialist Supports the Mission:

The employee performs and coordinates administrative, technical, and professional work related to ensuring that all court units are supplied with the materials, equipment, and services required to function optimally, including ensuring compliance with the appropriate guidelines, policies, and approved internal controls. The employee may lead the work of Court Services and Procurement Technicians; however, the responsibility does not involve formal supervisory responsibilities. The employee may be called upon to assist with lifting boxes and moving furniture and equipment. Occasional travel within and outside the District may be required.

Procurement

- 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 that they are allowable under limitations, restrictions, and policies, as well as determining availability of funds. Review accounting records of each functional allotment and reconcile accounts. Ensure that accounts have funds available for items being purchased. Prepare spreadsheets and maintain databases to track certain expenditures.
- Adhere to the *Guide to Judiciary Policies and Procedures* and *Judiciary Procurement Program Procedures* on procurement practices. Adhere to the Court Services Department internal control procedures, makes recommendations to the Court Services Manager or the Financial Manager for development of new or revised internal procurement control procedures.
- Identify and maintain lists of vendors and sources of supply for goods and services. Review, evaluate, verify, and process invoices and prepare payment requests. Update the inventory listing of property and conduct inventory reconciliations.
- 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, and prepare product/equipment specifications. Obtain and review competitive bids, quotes, and proposals from vendors and contractors. Discuss evaluations and review with requesters and subject matter experts.
- 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. Recommend cyclical replacement of accountable property.



CAREER OPPORTUNITY

U.S. DISTRICT COURT, EASTERN DISTRICT OF MICHIGAN

PROCUREMENT SPECIALIST

Administrative Activity

- Develops and justifies annual budget needs for recurring services and other procurement contracts.
- Delivers training using various approaches to judges, court management and staff relating to office equipment and new courtroom technology. Updates technical training materials that can be used by judges or staff. Assists in preparing facilitation materials for other trainers to use when making presentations.
- Maintains General Services Administration and other supplier catalogs for review by judges and court personnel in making or suggesting kind or type of item needed.
- Perform other duties as assigned.

Qualifications:

Qualifications must be met at the time of application.

Required:

High school graduation or equivalent with a minimum of one year of specialized experience at the CL 24 level **within the last seven years of employment**. To be considered for placement above the minimum, at least two years of specialized experience equivalent to work at the CL-24 level **within the last seven years of employment** is required. Ability to obtain Contracting Officer Contracting Program Certification (Level 1, 2 and 3) within one year of appointment is required.

Specialized experience is defined as progressively responsible procurement experience **within the last seven years of employment** that involved the preparation of purchase orders for supervisory approval and provided knowledge of the rules, regulations, terminology, etc. of the area of procurement administration.

Preferred:

- Specialized experience in a court or legal environment.
- Current authority to make purchases of goods and services.
- Current certification as a Contracting Officer.
- Bachelor's Degree in Accounting, Finance or Business Administration from an accredited college or university.
- Knowledge of Microsoft Office Suite, WordPerfect, and e-mail applications.

Procedures for Applying:

Please click on the link below to be directed to the Court's Employment Page for further application instructions and to apply online. Please read and follow the detailed application instructions carefully. The application process is expected to take approximately 45 minutes to complete and consists of completing an online employment application form (including entire professional history), uploading a resume and a cover letter, and taking a 20 minute basic skills assessment. To be assured consideration, please complete the application process by midnight on the closing date in the vacancy announcement.

Application Link:

<http://www.mied.uscourts.gov/index.cfm?pageFunction=employment#tabs1-MIED>

Application materials that do not adhere to the Procedures for Applying may not be considered. Applicant materials submitted in addition to the required documents will not be considered or retained. Separate application must be made to individual vacancy announcements. Applicants who pass the basic skills assessment and meet the minimum qualifications will be considered for the next step of the selection process. Travel reimbursement in connection with the selection process and/or relocation is not authorized.



CAREER OPPORTUNITY
U.S. DISTRICT COURT, EASTERN DISTRICT OF MICHIGAN
PROCUREMENT SPECIALIST

Local Benefits*:

Telework	Flexible/Alternate Work Schedules
Modern, On-site Fitness Center	On-site Federal Occupational Nurse
Public Transit Subsidy Reimbursement Program	Time Off with Pay for Approved Volunteer Activities

Close proximity to all downtown sporting venues, restaurants, theaters , museums and the Detroit River Walk

**when/where available*

National Benefits:

Generous Paid Time Off Program	Ten Paid Holidays
Public Service Loan Forgiveness	Group Health, Dental, Vision and Life Insurance
Defined Benefit Pension Plan	Defined Contribution Plan (TSP) with Employer Match
Long-Term Care Insurance	Health and Dependent Flexible Spending Accounts
Commuter Benefit Program	Employee Assistance Program
Work Life Services	Virtual Judiciary Online University

An Equal Opportunity Employer

All applicants must be a U.S. citizen or be eligible to work in the United States.

All appointments subject to FBI Fingerprint Background Check; with periodic reinvestigation, if applicable.

Retention depends upon a favorable suitability determination.

All appointments also subject to mandatory electronic funds transfer.

All employees are required to adhere to the Code of Conduct for Judicial Employees (available for review upon request).

The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.