



**MICHELLE WILSON**  
Clerk of Court

**Grand Rapids**  
1 Division Ave N  
Room 200  
Grand Rapids, MI 49503

[www.miwb.uscourts.gov](http://www.miwb.uscourts.gov)

**Clerk's Office Mission Statement**

*"The United States Bankruptcy Court's mission is to provide bankruptcy relief, fair and impartial justice, prompt and efficient resolution of disputes, and exceptional service to those seeking justice through the bankruptcy system by treating debtors, creditors and trustees with fairness, respect, and professionalism; and, to uphold the integrity of the judicial process by accurately maintaining the records of the Court."*

*The Federal Judiciary is an Equal Opportunity Employer.*

# CAREER OPPORTUNITY

## UNITED STATES BANKRUPTCY COURT WESTERN DISTRICT OF MICHIGAN

**Announcement:** #24-03  
**Title:** PROCUREMENT & FACILITIES SPECIALIST  
**Location:** Grand Rapids, Michigan  
**Position Type:** Full-time, Permanent  
**Closing Date:** May 13, 2024  
**Salary Range:** CL 26 (\$52,831 - \$85,844)\*  
CL 27 (\$58,030 - \$94,338)\*

*\*Starting salary commensurate with work experience, education (if applicable), and current or previous Federal court experience. Promotion potential to next Classification Level (CL) without further competition*

### OVERVIEW

An excellent career opportunity in public service is available with the U. S. Bankruptcy Court for the Western District of Michigan. Applications are being accepted for a full-time Procurement & Facilities Specialist in Grand Rapids, Michigan. The Procurement and Facilities Specialist performs and coordinates work related to ensuring that the court is supplied with materials, equipment and services required to function optimally, including ensuring compliance with the appropriate guidelines, policies, and approved internal controls. The incumbent is also responsible for a variety of duties in the areas of space and facilities, and property and records management. Eligible for hybrid telework after period of establishment and/or training completed.

Grand Rapids is the headquarters, but also holds court in Kalamazoo, Lansing, Marquette, and Traverse City. The district covers the entire Upper Peninsula and the Lower Peninsula from Lansing westward.

Michigan is a beautiful four-season state surrounded by the majestic Great Lakes. Grand Rapids is the second largest city in Michigan located in the heart of the West Michigan area. The city offers outdoor adventures, art & culture, and much more! [Grand Rapids, Michigan Things to Do, Events and Deals | Pure Michigan | Official Travel & Tourism Website for Michigan](#)

### SUMMARY OF 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 delivery of purchases.
- Assess requests for goods and services by ensuring that they are allowable under limitations, restrictions, and policies, as well as determine the availability of funds. Review accounting records of each functional allotment and reconcile accounts.
- Prepare spreadsheets and maintain databases to track certain expenditures.
- Adhere to the *Guide to Judiciary Policy* and related procurement practices and procedures and the court's internal control procedures.
- Review, evaluate, verify, and process invoices and prepare payment requests.
- Research and evaluate suppliers based on price, quality, selection, service, support, and history. Obtain and review competitive bids, quotes, and proposals from vendors and contractors.

## BENEFITS

The U.S. Courts offers a generous benefits package which includes:

- 11 Paid Federal Holidays
- Leave Accrual Program
- Paid Parental Leave
- Health, Dental, Vision and Life Insurance
- Flexible Spending Programs
- Participation in the Federal Employees Retirement System (FERS)\*
- Thrift Savings Plan (similar to 401k) with Government Match up to 5%
- Employee Assistance Program (EAP)
- A [Public Service Loan Forgiveness Program](#) is available to certain full-time employees with qualifying student loans.

**NOTE:** For FERS retirement, employees contribute to the Basic Benefit Plan through payroll deductions and upon retirement, receive a lifetime monthly annuity. Employees appointed on or after January 1, 2014, *automatically contribute 4.4%* of their base pay each paycheck to the Basic Benefit plan.

Additional information about federal judiciary employee benefits and compensation can be found at <http://www.uscourts.gov/Careers.aspx>.

- Negotiate with vendors of the best price over contracted services and purchases. Evaluate and monitor contract performance to ensure compliance with contracted obligations. Contract for maintenance and repair of equipment and furniture as needed.
- Design space and furniture floor plan layouts for chambers and clerk's office space. Provide recommendations for interior decorating, design, color, and finishes.
- Supervise and oversee all moves and furniture installation projects.
- Prepare, submit, and manage completion of Reimbursable Work Authorizations (RWAs) to the General Services Administration (GSA).
- Work closely with the Clerk, Chief Deputy Clerk, and Financial Administrator in managing project budgets and ensuring funds are timely obligated for expenditures.
- Serve as back-up to the Financial Administrator.
- Work is performed in an office setting and requires some lifting of boxes and/or moving of furniture/equipment. Some travel may be required.
- Perform other duties as assigned.

## QUALIFICATIONS

To qualify for this position, the candidate must have a high school diploma or equivalent and meet the experience or education requirements noted below:

- **CL 26** - One year of specialized experience OR completion of bachelor's degree from an accredited college or university
- **CL 27** - Two years of specialized experience OR completion of a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements:
  - An overall "B" grade point average equaling 2.90 or better of a possible 4.0;
  - Standing in the upper third of the class;
  - "3.5" average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology;
  - Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies; or
  - Completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in business or public administration, political science, criminal justice, law, or other fields closely related to the subject matter of the position.

**NOTE:** If not hired at top classification level, promotion potential to the next level based on satisfactory performance and funding without further competition.

**Specialized Experience:** Specialized experience is defined as progressively responsible experience in at least one but preferably two or more of the functional areas of procurement and facilities management and administration such as purchasing, budgeting, project management, accounting or financial reporting that provided knowledge of the rules, regulations and terminology of procurement and facilities administration.

**Required Skills:** The ideal candidate will be highly organized and reliable; have working knowledge of purchasing principles; knowledge of facilities and project management; proficiency working with automated financial systems and possess experience working in an electronic environment with various technologies to accomplish work; ability to communicate effectively (orally and in writing) with individuals and groups to provide information and reports in understandable format; have excellent communication (oral and written) and interpersonal skills with the ability to work well with others; demonstrated experience working in a team environment to deliver professional customer service; ability to manage several

## APPLICANT INFORMATION

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 without prior notice.

Reimbursement of travel and/or relocation expenses is not authorized.

All information provided by applicants is subject to verification.

Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

priorities; strong customer service skills; exercise good judgment; must maintain confidentiality and have a professional demeanor.

**Preferred:** Preference will be given to applicants who have experience in the federal government, knowledge of judiciary-specific automated financial systems, knowledge of general government procurement and/or facilities policies within the *Guide to Judiciary Policy* and are college graduates.

## CONDITIONS OF EMPLOYMENT

- Applicants must be U.S. citizens or eligible to work in the United States. (See [Citizenship Requirements for Employment in the Judiciary](#) for additional information.)
- Judiciary employees serve under excepted appointments. Judiciary employees are considered “at will” and are not covered by federal civil service classifications or regulations.
- This position is subject to mandatory electronic funds transfer (direct deposit) of payment of federal wages.
- As a condition of employment, the selected candidate must successfully complete a five-year background investigation with periodic updates every five years thereafter. Appointment is provisional and retention is contingent upon a favorable suitability determination of the background investigation.
- The U.S. Courts require employees to adhere to the [Code of Conduct for Judicial Employees](#).

## HOW TO APPLY

For consideration, qualified applicants must provide the following:

- a letter of interest (not to exceed two pages) that covers how their previous experience has prepared them for this position and elaborates on any of the qualifications they have;
- a detailed resume;
- contact information for three professional references, and
- a completed *Application for Judicial Branch Federal Employment*, AO78 form, available at <http://www.uscourts.gov/formsandfees/forms/AO078.pdf> (NOTE: Applicants for this position are required to fill out the Optional Background Information section (Questions 19 – 21) on page 5 of the application).

**Incomplete or late applications will not be considered.** Required documents must be submitted as **one PDF document** by email to [MIWB\\_HR@miwb.uscourts.gov](mailto:MIWB_HR@miwb.uscourts.gov). Application must be received by 4:30p.m. EST on **May 13, 2024**. No phone calls please.