



UNITED STATES DISTRICT COURT DISTRICT OF ALASKA

FINANCIAL & PROCUREMENT SPECIALIST

Announcement Number USDC 24-01
Announcement date February 21, 2024
Closing Date March 18, 2024
Salary Range \$54,183 - \$96,969 (CL 25/26) - Salary determined by qualifications and experience
Location Anchorage, Alaska

POSITION OVERVIEW - This position is located in the Clerk's Office of the United States District Court. It is a shared services position, which provides support to the United States District Court and United States Probation & Pretrial Services Office, including divisional offices in Fairbanks and Juneau. The incumbent is responsible for assisting in the financial operations of the court to include procuring supplies, equipment, miscellaneous services, and assists in performing day-to-day building management issues.

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 deliver 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 account records of each functional allotment and reconcile accounts. Ensure that accounts have funds available for items being purchased. Prepare spreadsheets to track certain expenditures.
- Adhere to the Guide to Judiciary Policy and Judiciary Procurement Program Procedures for procurement practices and all financial and accounting duties and responsibilities.
- Identify and maintain lists of vendors and sources of supply for goods and services. Review, evaluate, verify, and process invoices and prepare payment requests.
- Act as office liaison with the General Services Administration regarding office physical needs, such as heating, cooling, lighting, and cleaning. Monitor, coordinate, and react to day-to-day facilities management issues.
- Participate in purchase research for new or replacement office equipment, arrange for maintenance of office equipment, maintain appropriate equipment logs and take routine usage readings.
- Monitor project work. Assess, document, prioritize, and respond to project problems.
- Assist in the coordination of renovation projects and coordinate moves in the main or divisional offices, as required.

- Serve as a Level 3 contracting officer and meet continuing education requirements.
- Perform other duties as assigned.

QUALIFICATIONS -

The successful candidate must be a high school graduate or equivalent with a minimum of two years of specialized experience. Progressively responsible clerical or administrative experience that is in, or closely related to, the work of the position and which has demonstrated the particular knowledge, skills, and abilities to perform the position's duties successfully and involves the routine use of automated software and keyboarding for word processing, data entry and report generation. For example: *Financial Technician*: progressively responsible clerical or administrative experience that provided 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.

Must have a professional demeanor, be self-motivated, hold themselves accountable to high professional standards, and possess excellent time management and organizational skills, as well as strong verbal and written communications skills.

BENEFITS - The U.S. District Court falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under the "Excepted Appointment" and are considered "At-Will" employees. As such, employment may be terminated by either the employer or the employee with or without cause. Benefits include participation in the Federal Employees' Retirement System which contributes to the Social Security Retirement Program, Federal Employees' Health Benefits, Federal Employees' Group Life Insurance, Thrifts Savings Plan (similar to a 401(k) plan with employer matching contributions), paid holidays and annual/sick leave accrual. An overview of Federal Judiciary benefits is accessible at: <http://www.uscourts.gov/careers/benefits>.

HOW TO APPLY -

Qualified candidates must email the following items in a **single PDF document** to HR@akd.uscourts.gov in the following order:

- 1) A cover letter detailing how your qualifications meet the job requirements;
- 2) A chronological resume;
- 3) At least three professional references with current contact information; and
- 4) A completed, [Application for Judicial Branch Federal Employment, form AO 78](#).

Applicants must be United States citizens or eligible to work in the United States. This position is subject to mandatory electronic direct deposit of salary payments. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, without prior written or other notice. All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal or an offer of employment, or dismissal after being employed.

The United States District Court is an Equal Opportunity Employer