



U. S. District Court  
Northern District of Ohio  
801 West Superior Avenue  
Cleveland, Ohio 44113

#### Benefits

Federal Benefits Include:

- Paid Annual Leave
- Paid Sick Leave
- Paid Holidays
- Pre-tax benefit programs
- Health Insurance
- Vision/Dental Insurance
- Group Life insurance
- Long-Term Care Insurance
- Defined contribution retirement benefits (FERS)
- Thrift Savings Plan (TSP) - 401 (k)-styled program with up to 5% match
- Transit subsidy
- Fitness Center

The U. S. District Court for the Northern District of Ohio is an Equal Opportunity Employer.

## U. S. DISTRICT COURT NORTHERN DISTRICT OF OHIO

### Procurement Specialist

#### VACANCY #21-27 (Revised)

**LOCATION:** Cleveland, Ohio

**REPORTS TO:** Clerk of Court

**STATUS:** Full-time permanent

**CLASSIFICATION:** CL 26 – CL 27

**POSTED:** September 23, 2021

**SALARY RANGE:** \$49,048- \$79,712

**AREA OF CONSIDERATION:** All qualified applicants

**CLOSING DATE:** Open Until Filled

**Applicants who previously applied under this announcement need not reapply. You may re-submit if there is an update to the previous application submitted.**

#### **Position Overview**

The Procurement Specialist performs and coordinates administrative, technical, and professional work related to ensuring the agency is supplied with the materials, equipment, and services required to function optimally, all while ensuring compliance with appropriate guidelines, policies and internal controls. This position is a Level III Contracting Officer (COCP), and therefore oversees the purchase of supplies, equipment, and furnishings. (Promotion potential to CL 27 without further competition)

**Duties and Responsibilities** include, but are not limited to the following:

- Procure supplies, equipment, services and furnishings from government and non-government sources.
- Assess requests for goods and services, ensuring they are allowable under limitations, restrictions, and policies, as well as determining the availability of funds. Review accounting records of each functional allotment and reconcile accounts.
- Adhere to all procurement related policies and procedures including the Guide to Judiciary Policy, Judiciary Procurement Program Procedures and local procurement policies and internal control procedures. Understand and apply AO audit guidelines.
- Identify and maintain lists of vendors and sources of supply for goods and services. Review, evaluate, verify, and process invoices and prepare payment requests.
- Prepare purchase orders and enter obligations into Judiciary Integrated Financial Management System (JIFMS).
- Check deliveries and invoices against purchase orders.
- Administer programs and processes related to inventory management.
- Negotiate with vendors for best price over contracted services. Coordinate with selected vendors on supply and delivery.
- Research and evaluate suppliers based on price, quality, selection, service, support availability, reliability, production, and distribution capabilities as well as their reputation and history.

## Procurement Specialist (21-27)

### How to Apply:

Applicants must submit ONE PDF document containing the following to:

[Apply@OHND.uscourts.gov](mailto:Apply@OHND.uscourts.gov)

- Subject of email should read Vacancy 21-27
- Cover Letter
- Resume
- Three professional references with contact information.
- Application for Federal Judicial Employment found at:

<http://www.ohnd.uscourts.gov/careers>

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

### Conditions of Employment:

- Applicants must be U. S. citizens or eligible to work without restriction in the United States.
- Completion of FBI background check including fingerprint records check.
- Employment is considered provisional until the FBI background check is complete.
- Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judiciary Policy, and are bound by the Code of Conduct for Judicial Employees.
- Employees are considered "at will".
- Employees are required to use direct deposit for payroll.

- 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, discuss evaluations and review with requestors and subject matter experts.
- Prepare spreadsheets and maintain databases to track certain expenditures.
- Assist in writing and/or revising operating procedures for procurement management.
- Serve as back up for other procurement staff members.
- Travel within and outside the district as required for meetings, training, and conferences.
- Participate in other related projects within the Clerk's office or performing other administrative duties as required.

### **Qualifications (Must be met at the time of application):**

#### **Required:**

- High School Diploma or equivalent.
- Applicants must have a least three years of specialized experience. Specialized experience is progressively responsible purchasing experience that provided knowledge of the rules, regulations, practices, and principles, of procurement; 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.

#### **Preferred qualifications include:**

- Bachelor's degree in business or finance from an accredited four-year college or university
- Certified Public Procurement Officer (CPPO)
- Government purchasing experience.
- Knowledge of the accounts, procedures, and applicable financial automated systems of the judiciary.
- Excellent Customer Service Skills
- Ability to maintain confidentiality.
- Detail orientated with strong organizational skills.

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.