



**UNITED STATES DISTRICT COURT
UNITED STATES PROBATION OFFICE
EASTERN DISTRICT OF LOUISIANA
SHARED ADMINISTRATIVE SERVICES**
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CAROL L. MICHEL
CLERK OF COURT

VERONICA RAMIREZ
CHIEF PROBATION OFFICER

NOTICE OF POSITION VACANCY

POSITION TITLE: **PROCUREMENT SPECIALIST**

POSITION LOCATION: NEW ORLEANS, LOUISIANA

VACANCY ANNOUNCEMENT #: 21-DSC-11

OPENING DATE: **WEDNESDAY, NOVEMBER 24, 2021**

CLOSING DATE: APPLICATIONS RECEIVED BY **WEDNESDAY, DECEMBER 8, 2021**
AT 5:00 PM CENTRAL TIME WILL BE CONSIDERED FOR FIRST
REVIEW, **OR UNTIL FILLED.**

JOB CLASSIFICATION/GRADE: CL-25/26/27
(IF HIRED AT A CL-25 OR CL-26, PROMOTION TO THE NEXT GRADE EXISTS
WITHOUT FURTHER COMPETITION, BASED ON PERFORMANCE, AND AT THE
DISCRETION OF THE COURT UNIT EXECUTIVES) (MORE THAN ONE POSITION MAY
BE FILLED FROM THIS VACANCY ANNOUNCEMENT)

SALARY RANGE: \$42,747 - \$84,059 (SALARY DEPENDS ON QUALIFICATIONS AND
EXPERIENCE)

POSITION OVERVIEW

The United States District Court and United States Probation Office for the Eastern District of Louisiana are seeking qualified applicants for the full-time permanent position of **Procurement Specialist**. The Procurement Specialist will work within the Shared Administrative Services Unit and supports the U.S. District Court and U.S. Probation Office, performing and coordinating administrative, technical, and professional work ensuring that the court unit is provided with supplies, materials, equipment, and services required for optimal functionality. The incumbent ensures compliance with appropriate federal contracting laws and judiciary guidelines, policies, and internal controls. Duties include accounts payable, preparing bids as requested, and purchasing supplies, equipment, services, and furnishings. The Procurement Specialist may also maintain service contracts and monitor vendor performance. The position reports directly to the Procurement Manager in Shared Administrative Services (SAS).

REPRESENTATIVE DUTIES (CL-25):

- Procures 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.

- Assist in the assessment of requests for goods and services by ensuring they are allowable under limitations, restrictions, and policies. Confirm availability of funds. As needed, provide expenditure reports to supervisor for budget control purposes.
- Prepare purchase orders from approved requests; ensuring proposed purchase will satisfy the requestor's need, and forward for approval as applicable. Review invoices from suppliers and prepare payment vouchers for approval, including supporting documentation.
- Orders, repairs, and oversees 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.
- Assist with the preparation of purchase orders and payments for mental health/sex abuse treatment, location monitoring, and substance abuse services upon the direction of the Specialist.
- Utilize the Probation Automation Tracking System (PACTS) to verify that invoices match the services authorized for each offender.
- Adhere to the *Guide to Judiciary Policy* and *Judiciary Procurement Program Procedures*. Adhere to the court unit internal controls procedures.
- Assist with space construction projects; review blueprints and suggest alternate layouts for maximum use of space; research potential vendors; order supplies and furniture for new space projects.
- Additional duties as assigned.

REPRESENTATIVE DUTIES (CL – 26) – IN ADDITION TO THE DUTIES ABOVE:

- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production, and distribution capabilities as well as their reputation and history. Prepare specifications, solicitations, and requests for 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 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.
- Prepare contracts, monitor contract utilization, and submit reporting requirements for court interpreters.
- Review interpreter invoices thoroughly and maintains contact with interpreters for contract and voucher processing. Gather and compile all supporting documentation including BPAs, confirmation e-mails, and minute entries from CM/ECF to attach to payment vouchers.
- Perform financial system level approval for purchase orders and payments.
- Identify and maintain lists of vendors and sources of supply for goods and services. Assist with records management by filing, scanning, and maintaining procurement documents in accordance with the record disposition schedules and the *Guide to Judiciary Policy*.
- Prepare spreadsheet and maintain databases to track expenditures.

REPRESENTATIVE DUTIES (CL – 27) – IN ADDITION TO THE DUTIES ABOVE:

- Review and process complex purchase orders and payments for accuracy and adherence to appropriate guidelines, policies, and internal controls prior to approval in the financial accounting system.
- Financial system approver for purchase orders and 1st level payment approvals. Reviews orders and payments for financial accuracy and adherence to appropriate guidelines, policies and internal controls prior to approval.
- Electronically and manually file payment vouchers and ensure payments are certified by Chief Unit Executives.
- Assist in writing, evaluating, and editing procurement policies and procedures.
- Serves as a mentor/trainer for peers and new hires.
- Provide guidance with Procurement policy and procedures in accordance with the *Guide to Judiciary Policy*.
- Assists Procurement Manger in review of outstanding purchase order report for U.S. District Court and U.S. Probation.

- Provide feedback regarding process deficiencies within unit.
- Prepare complex specifications involving market research, subject matter experts and Administrative Office guidance requiring additional delegations and approval from AO/PMD.

MINIMUM EXPERIENCE AND EDUCATION QUALIFICATIONS (CL-25 AND CL-26):

Applicants must be a high school graduate or equivalent with a minimum of two years of general experience and one year specialized experience. Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.

MINIMUM EXPERIENCE AND EDUCATION QUALIFICATIONS (CL-27):

Applicants must be a high school graduate or equivalent with a minimum of three years of general experience and one year of specialized;

or

Completion of the requirements for a bachelor's degree from an accredited college or university and oen 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 psychology;
- Election to membership in Phi Beta Kappa, Sigma XI, or one of the Nation Honorary Scholastic Societies meeting the minimum requirements of the Association or College Honor Societies, otherthan 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 field closely related to the subject matter of the position

Specialized Experience is progressively responsible experience in, or closely related to, procurement and contracting principles, procurement law, accounting or financial management, accounts payable, policies, procedures, regulatory requirements, and statutory mandates, which provide knowledge of the rules, regulations, and terminology of procurement administration.

PREFERRED QUALIFICATIONS:

Bachelor’s Degree in Accounting, Finance, Business Administration, or Public Administration from an accredited college or university. Current certification as a Contracting Officer is desirable. Applicants should possess excellent computer and typing skills, including skills in word processing, scanning, and uploading PDF documents, email, and web browsers. Position encompasses a great deal of responsibility and requires a mature, self-motivated person with a professional attitude. Applicant must also demonstrate excellent organizational skills and skills in prioritizing tasks and work assignments. This position requires frequent communication with a variety of individuals. As such, effective verbal and written communication and appropriate knowledge of language usage, grammar, and spelling is required.

BENEFITS:

Employees of the United States District Court are at-will employees, are not subject to regulations of the Civil Service Commission, and do not qualify for Merit System Board protections. However, under the Judicial System they are entitled to the same benefits as other federal government employees. Some of the benefits are:

- During the first three years of full-time employment, employees receive 13 days of paid vacation. Thereafter, between 20-26 days of paid vacation depending upon the length of federal service.
- Employees receive 13 days of paid sick leave (unlimited accumulation) and eleven (11) paid federal holidays a year.
- Subsidized medical coverage with pre-tax employee premiums and flexible benefits program for health care, dependent care and commuter/parking expenses.

- Eligibility for Group Life Insurance, Long Term Disability, and Long Term Care coverage.
- Mandatory participation in the Federal Employees Retirement System with employer matching contributions.
- Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.
- Promotions are at the discretion of the court based upon job classification, experience and performance.
- When computing employee leave and retirement benefits, time in service with other federal agencies, as well as time for prior military service, is taken into consideration.

******Eligibility for benefits varies with part-time and/or temporary appointments******

ADDITIONAL INFORMATION:

The Office of the Clerk provides clerical support, record keeping, and administrative services to the U.S. District Court for the Eastern District of Louisiana. The Clerk’s Office provides both short- and long- range opportunities for those interested in a service career with the United States Courts.

The U.S. Probation Office provides assistance in the administration of justice and promotes community safety, gathers information, supervises people under supervision, interacts with collateral agencies, prepares reports, conducts investigations, and presents recommendations to the court.

The Eastern District of Louisiana strives to maintain and grow a productive, progressive, and positive culture. We recruit and retain staff who promote, reflect, and thrive in that environment. Successful candidates must be leaders and motivators; must be mature and highly organized; must possess tact, good judgment, poise and initiative; and must maintain a professional appearance and demeanor at all times.

New Selectees are subject to background check or investigation and subsequent favorable suitability determination, and selectees to high-sensitive positions are subject to updated background investigations every five years.

HOW TO APPLY:

Applicants must be citizens of the United States or be authorized to work in the United States. (See [Citizenship Requirements](#)).

Qualified candidates should submit **one PDF document** that contains:

- A completed [AO 078 Federal Judicial Branch Application For Employment](#)
- A letter of interest (cover letter)
- A current/detailed resume
- A list of three (3) professional references

Please reference the vacancy announcement number in your letter of interest. Applications will not be considered complete until all items listed above have been received by Human Resources. No application material, with the exception of academic transcripts, will be accepted via U. S. Mail.

All application materials must be submitted ELECTRONICALLY, no exceptions, to:
HRadmin@laed.uscourts.gov

DISCLOSURES:

Due to the volume of applications received, only those interviewed will be notified of the selection outcome. The United States District Court reserves the right to modify the conditions of this vacancy announcement, and/or fill multiple positions from this vacancy announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior written notice. The United States District Court requires employees to adhere to a [Code of Conduct for Judicial Employees](#). The Court will not reimburse candidates for travel in connection with the interview or pay for any relocation expenses. We appreciate your interest in employment with our district.

The United States District Court for the Eastern District of Louisiana is an Equal Opportunity Employer.