

**UNITED STATES COURT OF APPEALS
ELEVENTH CIRCUIT**

Position Title:	Procurement and Administrative Specialist (Procurement Specialist II)
Opening Date:	October 10, 2019
Closing Date:	October 31, 2019 (or until filled)
Annual Salary Range (CL-27):	\$52,340 – \$85,110 Starting salary dependent upon qualifications, experience, and availability of funds.

The Circuit Executive's Office of the U.S. Court of Appeals for the Eleventh Circuit is accepting applications for the position of **Procurement and Administrative Specialist**. The duty station will be in Atlanta, Georgia. Persons interested in applying for this position should submit a cover letter and resume highlighting knowledge, skills, experience and qualifications as they pertain to this position by **October 31, 2019 (or until filled)** to:

Cheryl Vessels
Assistant Circuit Executive for Human Resources
Eleventh Circuit
United States Court of Appeals
56 Forsyth Street, NW
Atlanta, Georgia 30303

Submissions will be accepted via FAX (404) 335-6132 or e-mail human_resources@ca11.uscourts.gov. Please indicate **Procurement and Administrative Specialist** in the subject line. Priority will be given to applications received by October 31, 2019.

The selected candidate will be subject to a background investigation as a condition of employment.

Reimbursement for expenses associated with interview(s) and/or relocation is not available.

POSITION SUMMARY: The Procurement and Administrative Specialist will report to the Assistant Circuit Executive for Information Technology. This position will assist in performing administrative and technical work related to procurement and contracting, day to day clerical issues, and automation meetings and projects. The Procurement and Administrative Specialist ensures compliance with judiciary guidelines and policies, and establishes and maintains internal controls.

DUTIES AND RESPONSIBILITIES:

- Manage and oversee day-to-day procurement and financial transactions of information technology personnel. Maintain and analyze records, consisting of receipts, spreadsheets, allotments, special fund authorizations, and procurement/contracting files.
- Adhere to the procurement practices in the *Guide to Judiciary Policy* and *Judiciary Procurement Program Procedures*. Prepare spreadsheets and maintain databases to track certain expenditures. Help establish, maintain and adhere to the court unit's internal control procedures.
- Develop procedures for procurement processing within information technology.
- Identify and maintain lists of vendors and sources of supply for goods and services. Review, evaluate, verify, and process invoices and prepare payment requests.

- Serve as a Level 3 Contracting Officer and meet continuing education requirements.
- Using judiciary rules and guidelines, 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; 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.
- Contract for maintenance and repair of equipment.
- Receive and review payment vouchers for compliance with the *Guide to Judiciary Policies and Procedures* and internal operating procedures.
- Develop a system of internal controls with the budget administrator.
- Maintain the accounting records of each functional allotment by inputting and posting transactions and reconciling the fund accounts regularly.
- Coordinate conferences and meetings, including activities such as site planning, logistics, printing, etc., as applicable. Assist in the preparation of agendas; act as secretary for meetings, preparing materials, taking and distributing minutes of proceedings.
- Disseminate communications to appropriate managers, executives, and peers and follow up on action items to ensure a comprehensive and coordinated response.
- Prepare routine correspondence and create spreadsheets.
- Perform other functions within the Circuit Executive's Office as assigned.

REQUIREMENTS:

Incumbent must present a professional demeanor and possess exceptional interpersonal and organizational skills, as well as knowledge of procurement management and financial transaction procedures, guidelines, policies, practices, and protocols. Ability to learn judiciary procurement policies and procedures. Ability to learn the court's processes and practices related to procurement. Ability to learn and adhere to standards and objectives of internal controls, and the purpose and processes related to procurement. Knowledge of financial systems and protocols needed to maintain purchase order information and invoice payment processing. Skill in reconciling invoices, vouchers, and records of payments. Ability to complete education requirements to serve as a Level 3 Contracting Officer. Ability to make decisions based on thorough knowledge of the policies, practices, and guidelines related to procurement. Excellent ability to communicate complex concepts in writing and in person. Ability to interact effectively with individuals and groups. Skill in the use of automated equipment including word processing, spreadsheet, and database applications, as well as financial and accounting systems, related to procurement activities. Ability to consistently exercise sound ethics and judgement in dealing with confidential matters and information. In addition, must be dependable, a team player, and capable of working effectively in a high volume, fast paced office. Ability to lift and move equipment and supplies (approximately 50 pounds).

QUALIFICATIONS:

- At least two years of progressively responsible administrative experience which demonstrates the particular knowledge, skills, and abilities to successfully perform the duties of this position.
- A bachelor's degree from an accredited college or university.
- Two years specialized experience, including at least one year equivalent to work at the classification level 25 (CL-25).

DESIRED QUALIFICATIONS AND SKILLS: Preference will be given to applicants who possess the following:

- Previous experience in a federal court or court or experience in a legal environment.
- Government procurement or administrative experience.

CONDITIONS OF EMPLOYMENT: Applicants must be United States citizens or eligible to work for the federal government. All applicant information is subject to verification. The appointment is provisional and contingent upon the satisfactory completion and approval of a background investigation. The appointment is provisional and contingent upon the satisfactory completion and approval of a ten-year background investigation with periodic updates every five years thereafter. It is the policy of this court that all new personnel are hired for a twelve-month initial probationary period, at the end of which time their work and progress will be evaluated. All court employees are required to adhere to a *Code of Conduct for Judicial Employees*, copies of which are available upon request. Employees of the United States Circuit Courts are considered “at-will” employees, and, as such, may be terminated with or without cause. The Office of Personnel Management civil service position classification standards and appeal procedures do not apply to federal court employees. The Federal Financial Reform Act requires direct deposit of federal wages for court employees.

THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS

EMPLOYEE BENEFITS

Employees of the United States Courts are entitled to the same benefits as other federal government employees. They are not part of the Civil Service system, however. Some of the benefits of federal service are:

PAID VACATIONS	From 13 to 26 days per year depending on length of federal service.
PAID HOLIDAYS	10 days per year.
SICK LEAVE	13 days per year.
HEALTH INSURANCE	Employees may participate in the Federal Employees Health Benefits Program (FEHBP), and may choose from plans provided by several insurers. The government contributes up to 75% of the premium, depending on the plan selected.
DENTAL/VISION INSURANCE	Employees may participate in the Federal Employees Dental and Vision Insurance Program (FEDVIP), which is a supplemental insurance program. Premiums are paid in full by the employee, however, the premium is deducted on a pre-tax basis.
LIFE INSURANCE	Employees may participate in the Federal Employees Group Life Insurance Program (FEGLI).
FLEXIBLE BENEFITS	Employees may participate in the Federal Judiciary Flexible Benefits Program which includes (1) a Premium Payment Plan which offers employees the choice of having health insurance premiums deducted from their pay either pre-taxes or after-taxes, and (2) a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses.
LONG-TERM CARE INSURANCE	Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community based care, nursing home care, hospice care and caregiver benefit. Spouses, parents, parents-in-law, grandparents, and grandparents-in-law are also eligible.
WITHIN-LEVEL SALARY INCREASES	Within each salary classification level there are 61 "steps." Based upon performance, employees within the Developmental Range (steps 1-24) are eligible for step increases every 13 pay periods and employees within the Full Performance Range (steps 25-61) are eligible for step increases annually.
TIME IN SERVICE	Time in service with other federal agencies and prior military service is credited for the purpose of computing employee leave and retirement benefits.
RETIREMENT	Newly-hired employees contribute 12.05% of their salary toward a retirement plan under the Federal Employees Retirement System, to which the government also contributes. Of that 12.05%, 6.2% goes to social security, 1.45% goes to Medicare, and 4.4% goes to the FERS Basic Benefit Plan. Employees may also participate in a voluntary tax-deferred Thrift Savings Plan [similar to "401(k)" plans]. Benefits are generally available upon retirement at age 60 with 20 years of service or at an earlier age with 30 years of service. Reduced benefits may be available with fewer years of service. Specific details are available upon request.

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(revised 8/2016)