



Southern District of Iowa United States Probation Office

110 East Court Avenue, Room 127
Des Moines, IA 50309-2052

“We serve with integrity, courage, and compassion, promoting justice and positive change.”

Position Title: Procurement Specialist

Announcement Number: 14-02

Location: Des Moines Office: 110 East Court Avenue, Room 127, Des Moines, IA 50309

Date Opened: October 24, 2013

Closing Date: November 8, 2013, or until filled

The Southern District of Iowa U.S. Probation Office 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, any of which may occur without prior written or other notice.

Transferees within and outside the Southern District of Iowa are encouraged to apply.

The starting salary range below pertains to applicants that would be new Federal Judiciary appointments. The salary placement would then be based on educational background and experience in accordance with the Court Personnel System and court preferred skills. Reclassification of new appointments from provisional status could take place at the end of the one year probationary status. Additional promotional potential is possible within these ranges without further competition based on experience and performance, at the discretion of the Chief U.S. Probation Officer.

Starting Salary Range Minimum: CL26/01 \$41,786

Starting Salary Range Maximum: CL27/25 \$57,408

Position Overview:

The Procurement Specialist will be located in the United States Probation Office - Des Moines. The Procurement Specialist will work full-time, and report directly to the Assistant Deputy Chief Probation Officer and Administrative Manager. The financial Specialist performs and coordinates administrative, technical, and professional work related to finance, accounting, procurement and general office activities. The Procurement Specialist ensures the court unit is supplied with materials, equipment, and services required to function while complying with appropriate guidelines, policies, and approved internal controls.

Duties and Responsibilities:

The incumbent works collaboratively with the Administrative Manager to procure supplies, equipment, services and furnishing from government and non-government sources through new contracts, competitive bids, or existing government contracts.

- Ensures adherence to the Guide to Judiciary Policy and Judiciary Procurement Program Procedures on procurement practices. Prepare spreadsheets and or databases separate from the government financial accounting program FAS4T as needed to track certain expenditures, vendors, sources of supply for goods and services while adhering to internal control procedures of the district.
- 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 produce/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. Recommend cyclical replacement of accountable property.
- Assist with the preparation of financial data for financial auditors.
- Assist with inventory, excess property, internal controls, internal audits and travel reimbursements.
- Assist with day-to-day budget/financial functions with the FAS4T accounting system. Create and maintain purchase requests, purchase orders, and maintain all financial records and supporting documents within fiscal year files as outlined by judicial statute.
- General data entry and scanning.
- Travel to divisional offices will be ongoing and extensive training travel will be required.
- Some nights and weekends to accomplish special projects and deadlines will be required.
- Performs other duties as assigned in support of the court unit.

Minimum Qualifications:

- The successful applicant(s) must be mature, responsible, poised, organized, and meticulous. Must possess a positive attitude, integrity, tact, good judgment, initiative, and the ability to work with a

wide variety of people with diverse backgrounds. Must be able to meet all court deadlines and dates.

- The successful candidate is required to be a high school graduate or the equivalent. Education above the high school level may be substituted for experience.
- Ability to negotiate and communicate financial information concisely and convincingly both in writing and orally.

Preferred Qualifications:

- A minimum of two years of progressively responsible, successful, and substantive budget, financial administration, and/or auditor experience required.
- General proficiency and practical knowledge in the areas of procurement, finance, and/or auditing functions.
- Specific experience working with government programs such as InfoWeb, FAS4T, PPS, and off the shelf programs such as Excel, and Quattro Pro is a plus and highly preferred.
- Experience in the federal judiciary, state judiciary, or at the local municipal level.

Benefits:

Judiciary employees are entitled to the same benefits as other Federal employees. These include:

- 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 services.
- Employees receive 13 days of paid sick leave (unlimited accumulation) and ten 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.
- Participation in the Thrift Savings Plan (similar to 401K plan) with employer matching contributions.
- Excellent retirement annuity.

Miscellaneous:

- Selectee must be a United States citizen.
- The selectee considered for this position will be classified as a high-sensitive position. As a condition of employment, the selected candidate, upon entry of duty, as a provisional hire, must complete the Office of Personnel Management (OPM) background investigation for the past ten

years. If the OPM report reflects any findings of a negative nature, considered not to be acceptable by the Chief U.S. Probation Officer, continued employment would be terminated.

- The selectee will be subject to ongoing periodic background reinvestigation every five years; thereafter, similar to the initial one.
- All court employees, are “at will” in the excepted service, not competitive service and can be terminated with or without cause by the Chief Probation Officer. Employees are required to adhere to the Code of Conduct for Judicial Employees which is available for review upon request.
- Commencing on the date of her/his formal promotion/entry on duty, the selectee must complete a one year probationary period. This period provides time for the employee to become acquainted with the functions of the assigned position. The probationary period also affords the employee’s supervisor the ability to evaluate the employee’s work performance, attendance, attitude, and compliance with office policies. Once the selectee has successfully completed the one year probationary period, the provisional status can be removed.
- The Federal Financial Management Reform Act requires direct deposit of federal wages.
- The Southern District of Iowa U.S. Probation Office provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.
- The Southern District of Iowa U.S. Probation Office does not reimburse for expenses associated with interviews or relocation.
- The Southern District of Iowa U.S. Probation Office reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, the Chief U.S. Probation Officer may elect to select a candidate from the applicants who responded to this announcement without posting the position. Unsuccessful candidates, that do not meet the minimum requirements, will not be notified.

How to Apply:

Submit letter of interest detailing knowledge, skills, and abilities, along with your resume, AO78 to the address listed below. Position(s) will remain open until filled. The AO78 application form can be downloaded at: <http://www.uscourts.gov/forms/AO078.pdf>. Any inquiries regarding the posting, application process, or follow up calls should be directed to Melinda Sosa, Human Resources Specialist, at (515) 284-6127 or via email (Wordperfect, Word, or Acrobat Adobe format only) to: Melinda.Sosa@iasp.uscourts.gov

Michael J. Elbert, Ph.D.
Chief U.S. Probation Officer
United States Courthouse Annex

**110 East Court Avenue, Room #127
Des Moines, IA 50309-2052**

Vision:

“We serve the Court, support one another, protect the community, and change lives.”

Mission:

“We serve with integrity, courage, and compassion, promoting justice and positive change.”

Management Mission:

“The management team is committed to leading each day by putting staff safety, development, and innovation first.”

Guiding Principles:

Integrity, Teamwork, Professionalism, Attitude, Diversity, Respect,
Ethics, Communication, Loyalty, and
PACTS (Passion, (Positive) Attitude, Commitment, Teamwork, Services to the Court)

**EQUAL OPPORTUNITY EMPLOYER
AND VALUES DIVERSITY IN THE WORKPLACE**