

NOTICE OF VACANCY



Main: 400 North Miami Avenue, Miami, Florida 33128

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**Position: Procurement Technician
2021-CLK-12**

**Announcement No: One Full-Time Position
Number of Vacancies: Miami, Florida**

Duty Station: \$41,217-\$67,005 (CL 24)

Salary: Commensurate with qualifications and prior federal experience.

Position Overview

Procurement services technicians perform administrative and technical support related to ensuring that court units are provided the supplies and materials required to function optimally, following court policies and approved internal controls. Duties involve assisting with procurement and inventory activities through accurate record-keeping and tracking; receiving, checking, and delivering ordered supplies and materials; and assisting with preparing purchase orders and invoice payments.

Representative Duties:

- Receive purchased supplies and check deliveries against packaging slips. Check deliveries and invoices against purchase orders for type, quantity, and condition. Enter and update information on purchase orders and inventory into automated databases. Issue and deliver materials and supplies to requesting offices.
- Tag furniture and other office materials to track inventory. Move, set up, and examine furniture and equipment, report maintenance and repair problems to the General Services Administration.
- Assist with records management by filing, scanning, and maintaining documents. Assist with asset inventory, using both manual and automated inventory tracking tools. Make lists of supplies to be ordered.
- Process invoices from suppliers and prepares payment vouchers. Identify and dispose of excess property, following applicable guidelines and policies. Prepare purchase orders, reordering levels, and requisitions received from unit personnel.
- Assist procurement specialists or supervisors with follow-up to vendors and customers, such as clarifying or expediting orders. Maintain a variety of logs and databases. Obtain quotes from vendors for supplies, furniture, and services.
- Perform related office duties such as processing incoming and outgoing mail

Qualification Requirements

Requires a minimum of one year of progressively responsible clerical or administrative experience. Specialized experience is defined as progressively responsible clerical or administrative experience that is in, or closely



Important Dates

Opening: 7/6/2021

Closing: Open until Filled

First Review date: 7/20/2021

U.S. District Court, Southern District of Florida

There are eighteen authorized United States District Judges in the Southern District of Florida. The Court is comprised of United States District Judges, Senior United States District Judges, and United States Magistrate Judges. The District spans a geographical area that encompasses nine counties - its southernmost includes Monroe County and its northernmost includes Indian River County. The Clerk's Office maintains its headquarters in downtown Miami and includes four divisional courthouses.

Procurement Technician- Announcement No. 2021-CLK-12

Page 2 of 3

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. Experience with a variety of computer software applications, scanning, and image creation is highly desired. Good organizational and time management skills.

Preferred Qualifications

Completion of the requirements for a bachelor's degree from an accredited college or university.

Knowledge of relevant procurement and property management procedures, guidelines, policies, practices, and protocols used within the court unit. Knowledge of the financial systems needed to enter information for payments. Knowledge of the inventory guidelines and automated systems used for tracking inventory. Skill in completing various forms used in the procurement process and maintaining related records.

Desirable Characteristics

The successful candidate should be a self-starter, mature, highly organized, and poised, demonstrate initiative, possess tact and good judgment, and always maintain a professional appearance and demeanor. Ability to communicate effectively (orally and in writing) with individuals and groups to provide information regarding the procurement and delivery of supplies and materials. Ability to interact effectively with others, providing customer service and resolving difficulties while complying with regulations, rules, and procedures. Ability to provide and exchange accurate and timely information with individuals within and outside the court.

Duty Station/ Organizational Relationship

The duty station for this position is Miami, Florida. This position is assigned to the Clerk's Office and reports to the Procurement Supervisor.

Salary

The salary offered is based on work experience and the overall qualification of the candidate. Discretion can be considered if experience includes federal service.

Background Check

This is a Sensitive position within the Judiciary. The selected candidate will be subject to a technical fingerprint check through the FBI Criminal Justice Information Services Division database as a condition of employment. Employment will be considered provisional until the background check is completed.

Benefits

Employees of the United States District Court are Excepted Appointments and considered At-Will judicial employees. Federal Government Civil Service classifications or regulations do not apply. Electronic direct deposit of salary payments is mandatory. Full-time employees are eligible for a full range of benefits such as paid vacation and sick leave, paid holidays, retirement benefits that include a defined contribution program, and the Thrift Savings Plan (TSP). TSP is a 401(k) equivalent program that includes matching contributions. Additional benefits include health and life insurance, long-term care insurance, dental and vision insurance, and a Flexible Benefits Program which includes medical and dependent care reimbursement.



How to Apply

Qualified applicants should submit the required documents listed below as a **single PDF document**.

Email address:
flsd_hrmail@flsd.uscourts.gov

Subject Line: 2021-CLK-12

Attachments: Cover letter, resume, Federal Employment Application (AO 78).

*AO78 Application can be found on our web site www.flsd.uscourts.gov under the employment tab - how to apply

Selection Process:
Only qualified applicants will be considered. Incomplete application documents may not be considered.

Procurement Technician- Announcement No. 2021-CLK-12

Page 3 of 3

The Federal Court practices zero tolerance for illegal drug use.

Applicants must be a United States Citizen or eligible to work in the United States.

For more information on working for the federal court, please visit www.uscourts.gov/Careers.asp

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.