

NOTICE OF VACANCY



Main: 400 North Miami Avenue, Miami, Florida 33128

Website: www.flsd.uscourts.gov

Phone: (305) 523-5980 – Human Resources

Email: flsd_hrmail@flsd.uscourts.gov

Position: Procurement Specialist

Announcement No: 2024-CLK-06

Number of Vacancies: Multiple positions may be filled

Duty Station: Miami, Florida

Salary: \$53,616-\$95,760 (CL 26-CL 27)

Commensurate with qualifications and prior federal experience.

Candidates appointed at CL 26 may be eligible for promotion to the CL27 without further advertising subject to funding.

Position Overview

Procurement specialists perform and coordinate administrative, technical, and professional work related to ensuring that court units are supplied with the materials, equipment, and services required to function optimally, including ensuring compliance with the appropriate guidelines, policies and approved internal controls. Procurement specialists purchase supplies, equipment, and furnishings. In addition, they may maintain service contracts.

Representative Duties:

At the CL 26:

- Assess requests for goods and services, ensuring they are allowable under limitations, restrictions, and policies. Verify that accounts have funds available for items being purchased. Prepare spreadsheets and maintain databases to track certain expenditures.
- Procure authorized supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids, or existing government contracts.
- Utilize an automated system to track purchases. Recommend cyclical replacement of equipment.
- Adhere to the *Guide to Judiciary Policy* regarding procurement program policies, procedures, and practices. Adhere to the court's internal control procedures and separation of duty practices.
- Review, evaluate, and verify accuracy of invoices and forward for payment.
- Serve as a technical liaison between the contractor and the contracting office. Assist in the negotiation with vendors for the best price over contracted services and purchases.
- Under the guidance of a supervisor, evaluate and monitor contract performance to ensure compliance with contracted obligations. Assist with clarifying contract requirements and resolving any conflicts.
- Assist in writing and/or revising operating procedures for



Important Dates

Opening: 12/11/2023

Closing: Open until Filled

First Review date: 1/2/2024

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 Specialist- Announcement No. 2024-CLK-06

Page 2 of -3

procurement management.

- Monitor, coordinate, and react to day-to-day procurement issues.

At the CL 27:

Duties at the CL 26 and:

- Plan and coordinate time and delivery of purchases.
- Review accounting records of each functional allotment and reconcile accounts. Ensure that accounts have funds available for items being purchased.
- Review, evaluate, verify, and process invoices and prepare payment requests.
- Update the inventory listing of property and conduct inventory reconciliations.
- 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.
- 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.

Qualification Requirements

CL26:

Requires a minimum of one year of progressively responsible clerical or administrative experience. Specialized experience is defined as: Progressive, responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Experience with a variety of computer software applications, scanning, and image creation is highly desired. Good organizational and time management skills.

CL 27:

Two years of specialized experience; or Completion of the requirements for a bachelor's degree from an accredited college or university.

Preferred Qualifications

- Completion of the requirements for a bachelor's degree from an accredited college or university.
- Knowledge of procurement and property management procedures, guidelines, policies, practices, and protocols used within the court unit. Knowledge of general government procurement policies and procedures and the court unit's needs and usage of supplies, equipment, and services. Knowledge of financial systems and protocols needed to maintain purchase order information and invoice payment processing. Skill in preparing requests for qualifications, proposals, quotation documents. Skill in completing various forms



How to Apply

Submit the completed application package electronically in pdf format. The required items must be consolidated into one document in the order listed below. Do not copy/paste your documents into the email. Please make sure to annotate the announcement number on the subject line:

Email address:

flsd_hrmail@flsd.uscourts.gov

Announcement: 2024-CLK-06

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

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

Procurement Specialist- Announcement No. 2024-CLK-06

Page 3 of -3

used in the procurement process and maintaining related records. Skill in planning and coordinating time and delivery of purchases.

- Skill in researching and interpreting guidelines, rules, regulations, and policies related to purchasing. Ability to interpret and implement federal judiciary guidelines and policies regarding purchasing.
- Ability to obtain Contracting Officer Contracting Program certification.

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 requestors and vendors, providing customer service and resolving difficulties while complying with regulations, rules, and procedures. Ability to communicate with requestors to determine actual needs; ability to evaluate whether proposed purchases will meet those needs.

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 Investigation & Fair Chance to Compete Act

This is a High-Sensitive position within the Judiciary. Employment will be considered provisional pending successful completion of an OPM background investigation and credit check and a favorable suitability determination. Investigative updates are required every five years. This position is not covered under the FCA. Only those candidates who receive a conditional job offer will be asked to provide verbal or written statements about criminal history.

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, dental and vision insurance, and a Flexible Benefits Program which includes medical and dependent care reimbursement.

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.