

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 Technician

Announcement. No: 2026-CLK-08

Number of Vacancies: One Full-Time Position

Duty Station: Miami, Florida

**Salary: \$47,606-\$65,735 New Federal employees
\$47,606-\$85,482 Current or former federal employees (CL24/CL25)
Candidates appointed at CL 24 may be eligible for promotion to the CL25 without further advertising subject to meeting performance objectives and staffing budget.**

Position Overview

Procurement services technicians provide administrative and technical support related to ensuring that court units are provided with 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, purchase 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 throughout the district.
- 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 order.
- Process invoices from suppliers and prepare 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.
- Assist with space and construction projects.



Important Dates

Opening: 2/12/2026

Closing: Open until Filled

First Review date: 2/27/2026

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.

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- Order repairs and oversee maintenance of office equipment, including monthly meter reading of copiers.
- Provide expenditure reports to supervisor for budget control purchases.
- 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 related to, the work of the position and which has demonstrated the 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 is 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, provide customer service and resolve 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 Investigation & Fair Chance to Compete Act:

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. This position is covered under the FCA. Only



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: 2026-CLK-08

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

AO78 can be found on our web site under the employment tab, how to apply:

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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

Employment eligibility: Applicants must be a U.S. Citizen or eligible to work for the judiciary as outlined here:

[Citizenship Requirements for Employment in the Judiciary](#)

The court will screen all applications, and the best-qualified applicants will be invited for personal interviews.

The Federal Court practices zero tolerance for illegal drug use.

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.