



**The United States District Court  
Southern District of Florida  
Probation Office  
Employment Opportunity**

**Position: Budget & Procurement Assistant**

**Vacancy Announcement No.: 2016-PRB-08**

**Type of Appointment: Full-time, Permanent**

**Location: Miami, FL**

**Salary Range: CL 27 (\$50,167-81,543) \* Salary commensurate with experience**

**Opening Date: March 7, 2016**

**Closing Date: March 21, 2016**

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The SD/FL United States Probation Office is seeking qualified applicants for the position of Budget & Procurement Assistant. This individual performs and coordinates administrative, technical, and professional work related primarily to procurement activities and, to a lesser degree, budget, accounting and finance. Selected candidates may be placed at Classification Level (CL) 27 depending on qualifications and experience. Incumbent may be eligible for promotion to Budget Procurement Specialist CL 28/29 without further advertisement.

### **Position Overview**

Prepare and process purchase requests. Includes performing purchasing activities ensuring procurement rules and regulations are followed. Procure supplies, equipment, and furnishings from government and non-government sources through new and existing contracts, sole source procurement, and competitive bids. Assess requests for goods and services by ensuring that they are allowable under limitations, restrictions, and policies, as well as determining availability of funds. Prepare spreadsheets and maintain databases to track certain expenditures. Ensure that appropriate first-level internal controls are maintained for procurement and financial transactions to include reviewing accounting records and financial statements. Reconcile invoice and billing discrepancies and provide written notice to vendors/contractors about discrepancies and adjustments to billing. Maintain the inventory listing of property and conduct inventory reconciliations.

Receive, review, evaluate, prepare, and process budget and procurement related documents, as well as travel documents. Conduct file and records research to reconcile discrepancies before processing documents. Responsible for accounts payable by preparing, reviewing, approving and/or processing payment authorizations from documents received from vendors and staff via electronic financial system(s). Assist with budget administration by maintaining expenditure information for forecasting. Assist with internal and external audits by reviewing purchase orders and payment authorizations. Serve as back-up to Budget & Procurement Specialist in their absence. Perform administrative duties such as typing, copying, distributing, and filing documents. Maintain filing systems in audit ready status. Perform data entry to summarize expenditures, compile service statistics, and type reports. Participate in special projects as needed.

### **Qualification Requirements**

To be appointed at CL -27; Two years of specialized experience, including at least one year equivalent to work at CL-25 or completion of the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements:

An overall "B" grade point average equaling 2.90 or better of a possible 4.0;

Standing in the upper third of the class;"3.5" average or better in the major field of study, such as accounting, finance, business or other field closely related to the subject matter of the position. Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies; or Completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in Accounting, finance, business administration, or other field closely related to the subject matter of the position.

CL-27 specialized experience is progressively responsible experience in at least one but preferably two or more of the functional areas of financial management and administration such as budgeting, accounting, auditing, or financial reporting that provides knowledge of rules, regulations, and terminology of financial administration.

### **Court Preferred Qualifications/Skills**

- A bachelor's degree in accounting, finance, business administration, or related field. General knowledge of the criminal justice system and probation/parole processes and procedures. Experience working in a federal government or federal court environment.
- Ability to communicate well orally and in writing.
- Proficiency working in automated environments with a significant knowledge of computer programs such as Excel, WordPerfect, Word and Windows and use of database applications.
- Knowledge and experience using automated financial systems to perform day-to-day activities.
- Familiarity with internal controls related to purchasing and budgeting.

### **Personal Characteristics**

Applicants must possess unquestioned integrity, good organizational and analytical skills, and detail oriented. Successful candidate should be: mature, responsible, poised, possess tact, good judgment, initiative, and maintain a professional appearance and demeanor at all times. Incumbent must be able to work harmoniously with others. Must be flexible, a quick learner and adapt to unanticipated needs and problems.

### **Background Investigation**

This is a High-Sensitive position within the Judiciary. Employment will be considered provisional pending the successful completion of an OPM background investigation and credit check and a favorable suitability determination. Investigative updates are required every five years.

### **Benefits**

Employees of the United States District Court are EXCEPTED appointments. Federal Government Civil Service classifications or regulations do not apply. Judicial employees are entitled to the same benefits as other Federal Government employees such as:

- Employees accrue 13 days of paid vacation per year for the first three years
- Ten paid national holidays per year
- Participation in the Federal Employees Health Insurance Program on a pre-tax deduction basis
- Participation in Group Life Insurance
- Participation in a Long Term Disability Program
- Participation in the Federal Employees Retirement System with investment opportunities through the Thrift Savings Plan.
- Mandatory EFT (electronic funds transfer) participation for payment of net pay.
- Participation in Pre-Tax Flexible Spending Accounts.
- Participation in Long Term Care Insurance Program.

## **Application Requirements**

Submit by close business on **March 21, 2016** the required documents as noted below electronically in PDF format indicating the Announcement Number: **2016-PRB-08 Budget & Procurement Assistant** in the subject line and email to the Recruitment Mailbox: [flsd\\_hrmail@flsd.uscourts.gov](mailto:flsd_hrmail@flsd.uscourts.gov)

1. A detailed resume'
2. A completed AO78-Application for Judicial Branch Employment

The AO78 Application for Judicial Branch Employment is available under the Employment tab of the Court's website: [www.flsd.uscourts.gov](http://www.flsd.uscourts.gov)

Due to the high volume of applications received only those qualified applicants being further considered will be contacted for an interview. Those applicants selected to interview will be subject to testing.

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.

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER**