



United States District Court, Northern District of Indiana
204 South Main Street
South Bend, IN 46601
www.innd.uscourts.gov

Job Announcement Number: 18-02

VACANCY NOTICE

Position Title: Procurement and Facilities Specialist **Opening Date:** March 26, 2018
Duty Station: Hammond **Closing Date:** April 16, 2018
Status: Full-time
Salary: CL 27 (\$54,086 to \$87,967)
Salary at time of appointment is dependent upon experience, qualifications, and salary history in accordance with the Court Personnel System.

Introduction:

The United States District Court for the Northern District of Indiana is accepting applications for the position of full-time Procurement and Facilities Specialist. This position will be in Hammond, Indiana. The incumbent will 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. They will also perform work related to day-to-day building management issues and space and facilities projects. This position reports to a procurement supervisor and is a shared position with the District Court and Probation/Pretrial Services.

Representative Duties:

- Procure supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids, or existing government contracts. Plan and coordinate time and delivery of purchases.
- Assess requests for goods and services by ensuring that they are allowable under limitations, restrictions, and policies, as well as determining availability of funds. Review accounting records of each functional allotment and reconcile accounts. Ensure that accounts have funds available for items being purchased. Prepare spreadsheets and maintain databases to track certain expenditures.
- Adhere to the *Guide to Judiciary Policy* and *Judiciary Procurement Program Procedures* on procurement practices. Adhere to the court unit's internal control procedures.
- Identify and maintain lists of vendors and sources of supply for goods and services. Review, evaluate, verify, and process invoices and prepare payment requests. Update the inventory listing of property and conduct inventory reconciliations.
- 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 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.
- Monitor, coordinate, and react to day-to-day facilities management issues, which may involve structures, building systems, technology, and space planning.
- Maintain files related to facilities management, space planning, and space and facilities projects.

Qualifications:

This fast-paced and challenging position requires incumbent to present a professional demeanor, possess strong organizational, analytical, oral, and written communication skills. Must be knowledgeable in the procurement field, able to apply a body of rules, regulations, directives or laws, and proficient in the use of automated systems. The incumbent must exercise sound judgment, maintain confidences, work harmoniously with others, and foster high ethical standards.

To qualify, a candidate must have high school graduation or equivalent, with a minimum of two years *general experience and two years of **specialized experience, preferably acquired in a court or legal field. College degree, higher education courses, and/or court experience preferred.

**General experience* is progressively responsible clerical or office work that indicates the possession of, or ability to acquire, the knowledge, skills and abilities to perform the duties of the position (procurement, budget, finance, facilities management).

***Specialized experience* is progressively responsible experience that is in, or closely related to procurement and general facilities maintenance. It includes the application of administrative policies, procedures, and practices; regular application of a body of rules, regulations or directives and specialized terminology common to a specialized area of work (procurement, budget, finance, facilities management); preparation of various forms, documents, correspondence, and reports; maintenance of files and tracking systems; use of automated software and equipment for ordering, word processing, data entry and report generation; and, dealing with a variety of people tactfully and courteously, in person and on the phone. Completion of the requirements for a bachelor's degree from an accredited college or university and a superior academic achievement (i.e., standing in upper third of class, 3.5 average or better in major field of study) may be substituted for the required specialized experience.

Conditions of Employment:

Employees of the United States District Court serve under excepted appointments and are considered "at will" employees. All application information is subject to verification. Appointment to this position is provisional, contingent upon a background check. Judiciary employees are required to adhere to the Code of Conduct for Judicial Employees. All applicants must be U.S. citizens or be eligible to work in the United States. All appointments are subject to mandatory electronic direct deposit of salary payments.

Benefits:

A generous benefits package is available and includes: a minimum of 10 paid holidays per year; paid annual leave; paid sick leave; retirement benefits; optional participation in the Thrift Savings Plan, choice of Federal Employees' Health Benefits, choice of supplemental dental and vision insurance, Flexible Benefits Program, Commuter Benefit Program, Long-Term Care Insurance, long-term disability plan; and credit for prior government experience.

How to Apply:

Qualified applicants are invited to submit a cover letter, current detailed resume, college transcripts (if applicable) and an Application for Judicial Branch Employment Form AO-78 found on the court's website ([Application Form](#)). Applicant packets must be received by close of business April 16, 2018, to be considered and will not be considered until all items listed above have been received. All materials should be sent in **one pdf document** to: **humanresources@innd.uscourts.gov**

Detailed job description is available here: [Procurement and Facilities Specialist Job Description](#)

The United States District Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, and/or to fill the position earlier than the closing date. Any such actions may occur without prior written or other notice.

Participation in the interview process will be at the applicant's own expense. The court will not pay for relocation expenses. Only those applicants selected for an interview will be contacted.

The United States District Court is an equal opportunity employer.