



CAREER OPPORTUNITY

UNITED STATES PROBATION AND PRETRIAL SERVICES OFFICE

Texas Northern

POSITION TITLE:	Procurement Specialist CL 25/CL 26
ANNOUNCEMENT:	18-21
DUTY STATION:	Dallas
OPEN DATE:	08/27/2018
CLOSING DATE:	09/21/2018 or until filled
STARTING SALARY:	\$43,280 - \$77,501 Table DFW

More than one position may be filled from this announcement.

DISTRICT MISSION STATEMENT

We value each individual and their potential to change. As effective agents of that change, we provide excellent service to our clients and the courts, creating a safer community through the fair administration of justice. Our guiding principles are: Dedication, Empowerment, Idealism, and Integrity.

DISTRICT SUMMARY

The Northern District of Texas is a learning organization which encourages all staff to use their strengths to explore opportunities for meaningful personal, professional, and organizational growth. We expect and support team members to continue developing throughout their careers. We recognize that individuals have varying talents and passions, and we seek to match roles, responsibilities, and opportunities to individual strengths, while still meeting the mission of the organization. We believe that leadership is a shared responsibility of all team members and we expect staff at all levels of the organization to lead from where they stand. We encourage creativity and ingenuity in problem solving.

This district is geographically one of the largest in the United States. We are a combined probation and pretrial services district, serving a one hundred-county area, bordering the states of Oklahoma and New Mexico. These counties also extend to approximately ninety miles from the Mexico border. Our headquarters office is located in Dallas in the Earle Cabell Federal Building. We also have offices located in the Federal courthouses in Fort Worth, Wichita Falls, Abilene, San Angelo, Lubbock and Amarillo. In the Dallas/Fort Worth (DFW) Metroplex area, we have one additional office located in Arlington, TX.

POSITION OVERVIEW

The Procurement Specialist performs duties which ensure the court is supplied with the materials, equipment and services to function optimally. The incumbent assists in performing administrative and technical work related to procurement, while ensuring compliance with appropriate guidelines, policies and approved internal controls.

U.S. Probation is an Equal Opportunity Employer



CAREER OPPORTUNITY

UNITED STATES PROBATION AND PRETRIAL SERVICES OFFICE

Texas Northern

Job responsibilities include, but are not limited to:

- 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.
- 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.
- Identify and maintain lists of vendors, and sources of supplies, for goods and services. Assist in the research and evaluation of suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, as well as their reputation and history. Draft specifications, solicitations and requests for qualifications/proposals. Research products and equipment. Draft product/equipment specifications. Assist in obtaining and reviewing competitive bids, quotes and proposals from vendors and contractors. Discuss evaluations and review with requestors, subject matter experts and management.
- Under the guidance of a supervisor, evaluate and monitor contract performance to ensure compliance with contracted obligations. Assist with clarifying contract requirements and resolving conflicts.
- Assist in writing and/or revising operating procedures for procurement.
- Prepare and present documentation needed to authorize and secure travel for district team members.
- Perform other such duties as required.

CLASSIFICATION REQUIREMENTS

Operational court support positions require experience in applying recurring procedures and using specialized terminology that demonstrate the ability to apply a body of rules, regulations, directives or laws. Although on-the-job training time may vary, experience needed to progress to the full-performance level in these positions is best obtained in a court or related legal field.

To qualify for this CL 25 position, the incumbent must have:

- A high school diploma or equivalent
- Two years of progressively responsible clerical, office or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

U.S. Probation is an Equal Opportunity Employer

MINIMUM POSITION REQUIREMENTS

To qualify for this position the applicant must have:

- Demonstrated knowledge of procurement practices in a business setting.
- Ability to learn new systems and applications necessary to stay abreast of emerging trends and/or changes in protocol or procedures
- Knowledge of financial systems and protocols needed to maintain purchase order information and invoice payment processing separation of duties.
- Skill in preparing requests for qualifications/proposals/quotation documents.
- Skills in completing various forms 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 Certification Program certification.

Preference

- Bachelor's degree from an accredited college or university in a field of academic study, such as finance, business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and skills involved in the position.
- Knowledge of procurement procedures, guidelines, policies, practices and protocols used within the court.
- Knowledge of Federal and general governmental procurement policies and procedures.
- Knowledge of the court unit's needs and usage of supplies, equipment and services.

Benefits

Employees of the U.S. Probation and Pretrial Services Office are eligible to receive benefits which include participation in the Federal Employees Retirement System, Thrift Savings Plan, choice of a health benefit plan from several options, life insurance, optional long term care coverage and long term disability coverage, optional vision insurance and dental insurance, annual and sick leave, a pre-tax reimbursement program, federal holidays and mandatory electronic Funds Transfer for payment of net pay.

HOW TO APPLY

Applicants who meet the classification and minimum position requirements should submit a resume (one page limit) of their professional experience and educational background, along with a cover letter (one page limit) explaining why you want to work for Texas Northern.

U.S. Probation is an Equal Opportunity Employer

Qualified applicants should upload their documents using our HR Employment Application System located at:

<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=yv7gpw3b&pos=18-21>

Note: This system will not let you continue without uploading all documents.

Unofficial transcripts may be uploaded via the link above. However, if not already on file with TXN Probation & Pretrial Services, **official transcripts** must be submitted by:

- A link sent to HR@txnp.uscourts.gov from your university or college, or
- Regular mail or overnight courier to

**U.S. Probation - HR Department
1100 Commerce Street, Room 1329
Dallas, TX 75242**

DISCLOSURES

- U.S. Probation requires employees to adhere to a Code of Ethics and Conduct for Judicial Employees.
- U.S. Probation reserves the right to modify the conditions of this job announcement, extend the screening process, withdraw or re-advertise the announcement; or fill the position sooner than the closing date without prior notice.
- U.S. Probation reserves the right to fill multiple positions from this announcement
- Applications will be accepted from US Citizens and Non-Citizens as allowed by appropriations and statute.
- The final candidate(s) may be subject to a record check with law enforcement agencies and credit bureaus.
- All non-law enforcement employment with U.S. Probation is considered at-will, which means that employment may be terminated at any time by either the employer or employee, with or without cause.
- Positions designated as highly sensitive are subject to an additional background investigation

U.S. Probation is an Equal Opportunity Employer