



CAREER OPPORTUNITY

UNITED STATES PROBATION AND PRETRIAL SERVICES OFFICE

Texas Northern

POSITION TITLE:	Administrative Services Specialist CL 26 Target Grade: CL 27
ANNOUNCEMENT NUMBER:	23-06
LOCATION:	Dallas
OPEN DATE:	01/06/2023
CLOSING DATE:	Open until filled
STARTING SALARY:	\$54,579 - \$97,481 (Table DFW)

Promotional opportunity to target grade without further competition based upon demonstrating the ability to carry out the duties of the role.

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 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. Texas is among the most tax-friendly states in the U.S. with residents enjoying no state income tax.

U.S. Probation is an Equal Opportunity Employer

POSITION OVERVIEW

The Administrative Services Specialist performs activities requiring advanced knowledge of administrative services policies and procedures. The incumbent serves as the contracting officer technical representative during solicitations for treatment services and venues for meetings, as well as serving as the subject matter expert to procurement specialists.

Job responsibilities include, but are not limited to:

- Serving as a contracting officer technical representative during solicitations for treatment services and venues for meetings to include solicitation for services, reviewing competitive bids for accuracy, creating request for quotes/proposals, negotiating service contracts, and reviewing scopes of work.
- Assessing requests for goods and services by ensuring they are allowable under limitations, restrictions, and policies.
- Using the financial management system to create Revenue Quality Controls (RQCs) for goods and services.
- Reviewing, evaluating, verifying, and processing invoices.
- Utilizing an automated system to track purchases and payments to include the financial management system, database management systems, and spreadsheets. Creating expenditure reports for budget control purposes.
- Providing technical assistance to disposal officers by entering items for disposal. Assisting with inventory audits.
- Adhering to the Guide to Judiciary Policy, the Judiciary's procurement program procedures, contracting officer policies and procedures, internal controls procedures, and local policies.
- Managing the G-car fleet by tracking usage, coordinating repairs and inspections, obtaining registrations, and maintaining quarterly spreadsheet.
- Reporting building related maintenance and repair problems to the General Services Administration (GSA) or GSA's general maintenance contractor as needed. Serving as liaison to the building manager and GSA as needed.
- Assisting with space renovation and construction projects as directed.
- Maintaining files, records, and materials related to facilities management and space and facilities projects. Developing and maintaining project logs, tracking forms, spreadsheets, and databases for the purpose of tracking and documenting building project work and status.
- Generating status reports from databases and computerized systems.
- Serving as subject matter expert to procurement specialists and/or other similar positions and provide training or local procedures as needed.
- Performing other such duties as required.

CLASSIFICATION REQUIREMENTS

Professional administrative work involves analyzing and evaluating varied information from multiple sources, forming conclusions, and taking or recommending courses of action. It requires applying theoretical and practical knowledge of a particular administrative or technical field acquired through education and/or experience.

U.S. Probation is an Equal Opportunity Employer

To qualify for this CL 27 position, the incumbent must have two years of specialized experience, 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 business or public administration, human resources management, industrial relations, or psychology.
- 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 Freshman Honor Societies, or
- Completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in business or public administration, political science, criminal justice, law, or other fields closely related to the subject matter of the position.

SPECIALIZED EXPERIENCE

Specialized experience is defined as progressively responsible experience in or closely related to the position's work that has provided the particular knowledge, skills, and abilities to perform the position's duties successfully.

MINIMUM POSITION REQUIREMENTS

To qualify for this position the applicant must have:

- Thorough knowledge of procurement procedures, guidelines, policies, practices, and protocols used within the court unit.
- One year of experience as a procurement specialist.
- Knowledge of general government procurement policies and procedures.
- Knowledge of 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 quotation documents.
- Skill in completing various forms used in the procurement process and maintaining related records.
- Skill in planning and coordinating time and delivery of purchases.
- Ability to research, interpret and implement federal judiciary guidelines and policies regarding the procurement of goods and services.
- Skill in negotiating terms and conditions of services and contracts with vendors.
- Skill in developing specifications through interaction with subject matter experts to identify their needs to be articulated in solicitations and formal requests.
- Ability to anticipate and analyze short-term and long-term procurement needs of the court, evaluating the advantages, disadvantages, levels of quality, and cost implications of decisions related to the potential acquisition and management of materials, equipment, and services.
- Knowledge of court operations and functions.

U.S. Probation is an Equal Opportunity Employer

- Knowledge and understanding of building systems.
- Knowledge of General Services Administration and Administrative Office policies related to space and facilities.
- Knowledge of potential adverse effects if problems or repairs are not addressed in a timely manner.
- Skill in resolving issues and problems in a timely manner.
- Ability to understand design and construction processes.

COURT PREFERRED SKILLS

- 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.

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, paid parental leave, a pre-tax reimbursement program, eleven 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:

1. Submit a cover letter (three-page limit) discussing:
 - a. Who has been the most influential person in your professional career and how have they made a difference for you; and,
 - b. How do you effectively deal with different personalities in the workplace?
2. Submit a resume (two-page limit) citing professional experience and educational background.
3. Submit their two most recent performance evaluations.
4. Submit a [current AO 78 application](#). Please note the additional documents that may be required to complete the process (listed on page one of the application).
5. 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=23-06>

Note: This system will not let you continue without uploading all documents. If you fail to provide the required documents, your application package will be considered incomplete and may not be considered.

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:

U.S. Probation is an Equal Opportunity Employer

- 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**

Candidates selected for interview may be interviewed via virtual meeting platforms.

DISCLOSURES

- U.S. Probation reserves the right:
 - To modify the conditions of this job announcement.
 - To withdraw or re-advertise the announcement.
 - To fill multiple positions from this announcement.
 - Not to fill the position listed in this announcement.
- Applications will be accepted from U.S. Citizens and Non-Citizens as allowed by appropriations and statute.
- Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed. Applicants who are invited to interview may advise the Human Resources Office if an accommodation is necessary.
- U.S. Probation requires employees to adhere to a Code of Ethics and Conduct.
- Employees are appointed to excepted service and serve at the pleasure of the Court.

Questions regarding this announcement may be directed to hr@txnp.uscourts.gov. Additional information about employment within U.S. Probation & Pretrial Services, and blank application and references forms may be found here:



U.S. Probation is an Equal Opportunity Employer