



# CAREER OPPORTUNITY

UNITED STATES PROBATION AND PRETRIAL SERVICES OFFICE

Texas Northern

<b>POSITION TITLE:</b>	<b>Procurement Specialist</b> <b>CL 25</b> <b>Target Grade: CL 26</b>
<b>ANNOUNCEMENT NUMBER:</b>	<b>23-07</b>
<b>LOCATION:</b>	<b>Dallas, Lubbock, Amarillo</b>
<b>OPEN DATE:</b>	<b>1/6/2023</b>
<b>CLOSING DATE:</b>	<b>Open until filled</b>
<b>STARTING SALARY:</b>	<b>\$49,552 - \$88,699 (Table <b>DFW</b>) Dallas</b> <b>\$45,682 - \$81,771 (Table <b>RUS</b>) Lubbock, Amarillo</b>

*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.

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**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.

**Job responsibilities include, but are not limited to:**

- Assessing requests for goods and services, ensuring they are allowable under limitations, restrictions, and policies. Verifying accounts have funds available for items being purchased.
- Procuring authorized supplies, equipment, services and furnishings from government and non-government sources through new contracts, competitive bids, or existing government contracts.
- Utilizing an automated system to track purchases. Recommending cyclical replacement of equipment.
- Adhering to the Guide to Judiciary Policy regarding procurement program policies, procedures, and practices. Adhering to the Court's internal control procedures and separation of duty practices.
- Reviewing, evaluating, and verifying accuracy of invoices and forwarding for payment.
- Identifying and maintaining lists of vendors, and sources of supplies, for goods and services.
- Assisting 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.
- Drafting specifications, solicitations, and requests for qualifications/proposals. Researching products and equipment.
- Drafting product/equipment specifications.
- Assisting in obtaining and reviewing competitive bids, quotes and proposals from vendors and contractors.
- Discussing evaluations and reviewing with requestors, subject matter experts and management.
- Under the guidance of a supervisor, evaluating and monitoring contract performance to ensure compliance with contracted obligations. Assisting with clarifying contract requirements and resolving conflicts.
- Assisting in writing and/or revising operating procedures for procurement.
- Preparing and presenting documentation needed to authorize and secure travel for district team members.
- Performing other such duties as required.

**CLASSIFICATION REQUIREMENTS**

Operational court support positions require in the selected candidate to quickly be able to master tasks associated with 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:

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- **General Experience** - 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 position's duties.
- **Specialized Experience** - One year of progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation.

### **MINIMUM POSITION REQUIREMENTS**

To qualify for this position the applicant must have:

- The ability to quickly master procurement practices in a business setting.
- The ability to learn new systems and applications necessary to stay abreast of emerging trends and/or changes in protocol or procedures.
- The ability to obtain knowledge of financial systems and protocols needed to maintain purchase order information and invoice payment processing separation of duties.
- The desire to master the skill of preparing requests for qualifications/proposals/quotation documents.
- The ability master and obtain skills needed to complete various forms used in the procurement process and maintaining related records.
- Skill in planning and coordinating time and delivery of assignments, which will easily transition to purchases. Skill in researching and interpreting guidelines, rules, regulations, and policies which can be utilized to relate to purchasing. Ability to interpret and implement federal judiciary guidelines and policies in areas, which can be broadened to include purchasing. Ability to obtain Contracting Officer Certification Program certification.

### **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.
- 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, paid parental leave, a

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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. What your word of the year is and why (Note: click [here](#) for an article on the significance of having a personal word of the year); and
  - b. What is the last book you read? Why did you read it and what did you learn from it?
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=23-07>

*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:

- A link sent to [HR@txnp.uscourts.gov](mailto: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.

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- 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](mailto:hr@txnp.uscourts.gov). Additional information about employment within U.S. Probation & Pretrial Services, and blank application and references forms may be found here:



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