



UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF LOUISIANA

Procurement Specialist Vacancy Announcement

ANNOUNCEMENT NUMBER: USBC- EDLA #22-02

ANNOUNCEMENT DATE: April 26, 2022

DUTY STATION: New Orleans, LA

CLOSING DATE: Open until filled; preference given to applications received by May 17, 2022

SALARY RANGE: CL-25/26/27 - Salary starting at CL25 (\$43,767) depending on experience and qualifications. If hired at a CL-25 or CL-26, promotion potential to CPS27 (\$86,084) without further competition.

RESPONSIBILITIES: The United States Bankruptcy Court for the Eastern District of Louisiana is seeking a qualified applicant for the full-time permanent position of Procurement Specialist. The Procurement Specialist will perform and coordinate administrative, technical, and professional work ensuring the court unit is provided with supplies, materials, equipment, and services required for optimal functionality. The incumbent ensures compliance with appropriate federal contracting laws and judiciary guidelines, policies, and internal controls. Duties include accounts payable, preparing bids as requested, and purchasing supplies, equipment, services, and furnishings. The Procurement Specialist may also maintain service contracts and monitor vendor performance.

REPRESENTATIVE DUTIES (CL-25):

- Procures 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. Compare invoices against purchase orders for type, quantity, and condition.
- Assist in the assessment of requests for goods and services by ensuring they are allowable under limitations, restrictions, and policies. Confirm availability of funds. As needed, provide expenditure reports to supervisor for budget control purposes.
- Prepare purchase orders from approved requests; ensuring proposed purchase will satisfy the requestor's need, and forward for approval as applicable. Review invoices from suppliers and prepare payment vouchers for approval, including supporting documentation.
- Orders, repairs, and oversees maintenance on office equipment, including monthly meter reading for all leased copiers. Deliver and issue materials and supplies to requesters and offices throughout the district.
- Adhere to the Guide to Judiciary Policy and Judiciary Procurement Program Procedures.
- Adhere to the court unit internal controls procedures.
- Assist with space construction projects; review blueprints and suggest alternate layouts for maximum use of space; research potential vendors; order supplies and furniture for new space projects.
- Additional duties as assigned.

PARTIAL TELEWORK SCHEDULE AVAILABLE

**MINIMUM QUALIFICATIONS
and EDUCATION:**

MINIMUM EXPERIENCE AND EDUCATION QUALIFICATIONS (CL-25 AND CL-26):

Applicants must be a high school graduate or equivalent with a minimum of two years of general experience and one year specialized experience. Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.

MINIMUM EXPERIENCE AND EDUCATION QUALIFICATIONS (CL-27):

Applicants must be a high school graduate or equivalent with a minimum of three years of general experience and one year of specialized; 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:

- o An overall "B" grade point average equaling 2.90 or better of a possible 4.0;
- o Standing in the upper third of the class;
- o "3.5" average or better in the major field of study, such as business or public psychology;
- o Election to membership in Phi Beta Kappa, Sigma XI, or one of the Nation Honorary Scholastic Societies meeting the minimum requirements of the Association or College Honor Societies, other than Freshman Honor Societies; or
- o 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 field closely related to the subject matter of the position.

Specialized Experience is progressively responsible experience in, or closely related to, procurement and contracting principles, procurement law, accounting or financial management, accounts payable, policies, procedures, regulatory requirements, and statutory mandates, which provide knowledge of the rules, regulations, and terminology of procurement administration.

PREFERRED QUALIFICATIONS:

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Bachelor's Degree in Accounting, Finance, Business Administration, or Public Administration from an accredited college or university. Current certification as a Contracting Officer is desirable. Applicants should possess excellent computer and typing skills, including skills in word processing, scanning, and uploading PDF documents, email, and web browsers. Position encompasses a great deal of responsibility and requires a mature, self-motivated person with a professional attitude. Applicant must also demonstrate excellent organizational skills and skills in prioritizing tasks and work assignments. This position requires frequent communication with a variety of individuals. As such, effective verbal and written communication and appropriate knowledge of language usage, grammar, and spelling is required.

BENEFITS:

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Employees of the United States Bankruptcy Court are at-will employees, are not subject to regulations of the Civil Service Commission, and do not qualify for Merit System Board protections. However, under the Judicial System they are entitled to the same benefits as other federal government employees. Some of the benefits are:

HOW TO APPLY

- During the first three years of full-time employment, employees receive 13 days of paid vacation. Thereafter, between 20-26 days of paid vacation depending upon the length of federal service.
- Employees receive 13 days of paid sick leave (unlimited accumulation) and eleven (11) paid federal holidays a year.
- Subsidized medical coverage with pre-tax employee premiums and flexible benefits program for health care, dependent care and commuter/parking expenses.
- Eligibility for Group Life Insurance, Long Term Disability, and Long Term Care coverage.
- Mandatory participation in the Federal Employees Retirement System with employer matching contributions.
- Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.
- Promotions are at the discretion of the court based upon job classification, experience and performance.
- When computing employee leave and retirement benefits, time in service with other federal agencies, as well as time for prior military service, is taken into consideration.

HOW TO APPLY:

Applicants must be citizens of the United States or be authorized to work in the United States.

Qualified candidates should submit a single PDF document that contains all of the following information:

- A completed AO_078 Federal Judicial Branch Application For Employment (Form AO_078 can be found at: <http://www.uscourts.gov/forms/AO078.pdf>)
- A letter of interest (cover letter)
- A current/detailed resume
- A list of three (3) professional references

Additional Information:

- Please reference the vacancy announcement number in your letter of interest **and in the subject line of your e-mail.**
- Applications will not be considered complete until all items listed above have been received by Human Resources. No application material, with the exception of academic transcripts, will be accepted via U. S. Mail.
- All application materials must be submitted ELECTRONICALLY to: HR@laeb.uscourts.gov

The United States Bankruptcy Court for the Eastern District of Louisiana is an Equal Opportunity Employer