



UNITED STATES BANKRUPTCY COURT MIDDLE DISTRICT OF NORTH CAROLINA

VACANCY ANNOUNCEMENT

POSITION:	Procurement Specialist
ANNOUNCEMENT:	22-02
LOCATION:	Greensboro, NC
CLASSIFICATION LEVEL/SALARY:	CL-25/26 (\$43,767 - \$78,379) <i>Depending on experience and qualifications (if hired at a CL-25 or CL-26, promotion potential to CL-27 without further competition).</i>
TERM:	Permanent
CLOSING DATE:	Open until filled <i>Priority consideration given to applications received by December 10, 2022.</i>

POSITION DESCRIPTION

The Clerk's Office of the United States Bankruptcy Court for the Middle District of North Carolina is accepting applications for the position of **Procurement Specialist**. The Procurement Specialist will be an employee of the Clerk's Office, with a duty station in Greensboro, N.C. The Procurement Specialist performs and coordinates administrative, technical, and professional work ensuring that the court unit is provided with supplies, materials, equipment, and services required for optimal functionality. The incumbent ensures compliance with appropriate guidelines, policies, and internal controls. The Procurement Specialist may assist with procurement related projects at the direction of higher-level staff.

REPRESENTATIVE DUTIES

The representative duties of this position include but are not limited to:

- 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. Compare invoices against purchase orders for type, quantity, and condition.
- Assess requests for goods and services by ensuring they are allowable under limitations, restrictions, and policies. Confirm availability of funds. 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. Review invoices from suppliers and prepare payment vouchers for approval, including supporting documentation.
- Order repairs and oversee maintenance on office equipment, including monthly meter reading for all leased copiers. Deliver and issue materials and supplies to requestors and offices throughout the district.
- Backup financial duties for cash register close out, cash receipts journal, deposits and monthly financial reports.
- Perform other duties as assigned.

QUALIFICATIONS

To be considered for this position, an applicant must have two-years specialized experience, including at least one-year equivalent work at CL-25 to qualify for CL-26. Specialized experience is progressively responsible clerical or administrative experience that is in, or closely related to, the work of the position and which has demonstrated the particular knowledge, skills, and abilities to perform the position's duties successfully and involves the routine use of automated software and keyboarding for word processing, data entry and report generation experience that provided an opportunity to gain:

- General understanding of financial transactions, and the ability to learn responsibilities specific to the court.
- Knowledge of financial systems and protocols needed to maintain purchase order information and invoice payment data entry.
- Skill in preparing request for quotation documents. Skill in completing various forms used in the procurement process and maintaining related records.
- Strong organizational skills and experience working in an electronic environment.
- Skill in planning and coordinating time and delivery of purchases.
- Ability to interpret and implement federal judiciary guidelines and policies regarding purchasing.
- Ability to follow detailed instructions and multitask.
- Knowledge and skill in the use of automated programs including Microsoft Word, Microsoft Excel, and Adobe. Skill in the use of systems used for preparing purchase orders and completing other procurement related tasks. Ability to communicate effectively (orally and in writing).
- Ability to work both independently and as part of a team.

BENEFITS

Federal benefits include eleven paid holidays, paid vacation and sick leave, and participation in the Federal Employees Retirement System and matching and tax-deferred Thrift Savings Plan. Optional participation in Federal Health Insurance, Federal Group Life Insurance Program, Flexible Benefits Program, Federal Judiciary Long Term Care Insurance Program, and private long term disability insurance.

INFORMATION FOR APPLICANTS

The United States Bankruptcy Court requires employees to adhere to a code of conduct which is

available on the judiciary's web site at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct>. As a condition of employment, the final candidate will be subject to a background investigation. This position is subject to mandatory electronic funds transfer (direct deposit) of federal wages for court employees.

Due to the volume of applications received, only candidates selected for an interview will be contacted. The United States Bankruptcy Court is a smoke-free environment. Applicants must be U.S. citizens or eligible to work in the United States. A valid driver's license is required.

TO APPLY:

Submit resume, a completed Application for Federal Employment ([Application for Judicial Branch Federal Employment | United States Courts \(uscourts.gov\)](#)), and a cover letter (all in PDF format) stating the reasons for your interest in the position to:

Employment@ncmb.uscourts.gov.

*Travel and relocation expenses will not be reimbursed.

The United States Bankruptcy Court is an Equal Opportunity Employer.