



VACANCY ANNOUNCEMENT

UNITED STATES DISTRICT COURT WESTERN DISTRICT OF NEW YORK

Address: 2 Niagara Square, Buffalo, NY
100 State Street, Rochester, NY

Website: www.nywd.uscourts.gov

Position: Procurement Specialist I
(Full-Time, Permanent)

Vacancy: 20-12

Duty Station: Buffalo, New York

Salary: CL 25(\$43,853-\$71,330)

Commensurate with experience and qualifications.

Promotion potential to CL 27, without further competition, based on eligibility and needs of the office.

Overview

The Procurement Specialist performs and coordinates administrative, technical, and professional work to ensure that the Court is supplied with the materials, equipment, and services required to function optimally. [CLICK HERE](#) to view a brief video about Judiciary administrative professionals working in the Courts.

Representative Duties

- 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.
- Assess requests for goods and services by ensuring that they are allowable under limitations, restrictions, and policies, as well as determining availability of funds.
- Review and reconcile allotment accounting records. Ensure that accounts have funds available for purchased items.
- Prepare spreadsheets and maintain databases to track expenditures.
- Adhere to the Guide to Judiciary Policy and Judiciary Procurement Program Procedures.
- Adhere to the Court's internal control procedures.
- Identify and maintain lists of vendors and sources of supply for goods and services.
- Review, evaluate, verify, and process invoices and prepare payment requests.
- Update property inventory and conduct inventory reconciliations.



How to Apply

Please submit a cover letter and resume as a single PDF attachment by email to:

applications@nywd.uscourts.gov

subject line "Procurement Specialist I, Reference No. 20-12."

When saving your documents as one PDF, it is important to name the file using only your firstname_lastname. Only candidates selected for an interview will be notified and must travel at their own expense.

Important Dates

Position Available: 10/06/2020

Application Deadline: 10/27/2020

District Overview

The District's jurisdiction encompasses the 17 most western counties of Upstate New York, with courthouses located in Buffalo and Rochester. The District is comprised of 8 United States District Judges, 11 United States Magistrate Judges, and approximately 120 employees.

Qualification Requirements

- High school diploma or equivalent and at least two years of general experience and two years of specialized experience.
- Position includes occasional travel.

Specialized Experience

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 successfully perform the duties of the position and involves the routine use of automated software and keyboarding for word processing, data entry and report generation.

Preferred Qualifications/Court Preferred Skills

Candidates must demonstrate an ability to multitask and prioritize work assignments; superior oral and written communications skills; strong organizational skills and attention to detail; strong customer service skills; personal integrity and exceptional judgment; and a professional demeanor and appearance appropriate in a Court environment.

Organizational Relationship

This position is assigned to the Office of the Clerk, U.S. District Court, Western District of New York, and reports to the Budget & Procurement Manager.

Benefits

Thirteen days of vacation for the first three years, which increases with tenure. Thirteen days of sick leave and ten paid holidays. Choice of employer-subsidized federal health and life insurance plans, with optional dental, vision, and long-term care coverage. Flexible spending account program. Federal Employees Retirement System and employer-matching Thrift Savings Plan (similar to a 401K). On-site fitness center. Public transportation subsidy (budget dependent).

Background Investigation

This is a high-sensitive position within the Judiciary. Employment will be considered provisional pending successful completion of an OPM background investigation and credit check and a favorable suitability determination. Investigative updates are required every five years.

Applicant Information

Employees must adhere to a [Code of Conduct](#). The Court provides reasonable accommodations to applicants with disabilities. Veterans' preference is not a factor used in Judicial Branch appointments. Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments, which are "at will" and may be terminated with or without cause. Employees are required to use electronic funds transfer for payroll deposit.

The United States District Court, Western District of New York is an Equal Opportunity Employer.