



**United States District Court  
Southern District of Ohio  
<http://www.ohsd.uscourts.gov/>**

**VACANCY ANNOUNCEMENT**

**November 4, 2022**

**Vacancy Announcement Number 22-20**

**Procurement Specialist – one vacancy – full-time permanent**

**Duty Station – Cincinnati, Columbus, or Dayton**

**Salary: CL 26 (\$49,737-\$81,576)**

**Appointment at CL 26 has future promotion potential to CL 27 without further advertisement.**

**Open until filled with first preference given to complete applicant packets received by:  
Sunday, November 20, 2022, at 11:59 pm**

The Procurement Specialist performs duties which ensure the Court is supplied with the materials, equipment, and services to function optimally. The Procurement Specialist ensures compliance with the appropriate guidelines, policies, and approved internal controls. Typical work hours are 8:00 a.m. to 4:30 p.m. The incumbent reports to the Finance and Procurement Manager.

***ABOUT THE SOUTHERN DISTRICT OF OHIO:***

The Southern District of Ohio covers a broad geographic area encompassing forty-eight urban and rural counties from an imaginary line just north of Columbus south to the Ohio River. The District is comprised of over 260 individuals including twenty-seven Judicial Officers, Chambers Staff, the Clerk's Office staff, the U.S. Probation Office's staff and U.S. Pretrial Services Office's staff; located in the Cincinnati, Columbus, and Dayton Courthouses.

***DUTIES AND RESPONSIBILITIES:***

- 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 accounting records of each functional allotment and reconcile accounts. Ensure that accounts have funds available for items being purchased. Prepare spreadsheets and maintain databases to track certain expenditures.
- Adhere to the Guide to Judiciary Policy and Judiciary Procurement Program Procedures on procurement practices. Prepare spreadsheets and maintain databases to track certain expenditures. Adhere to the District Court's internal control procedures.
- Review, evaluate, and maintain property management.
- Identify and maintain lists of vendors and sources of supply for goods and services. Review, evaluate, verify, and process invoices and prepare payment requests.
- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production, and distribution capabilities as well as the reputation and history. Prepare specifications, solicitations, and requests for qualifications/proposals; research products and equipment; prepare product/equipment specifications. Obtain and review competitive bids, quotes, and proposals from vendors and contractors; discuss evaluations and review with requesters and subject matter experts.
- Negotiate with vendors for the best price over contracted services and purchases. Coordinate with selected vendors on supply and delivery of purchased items. Evaluate and monitor contract performance to ensure

compliance with contracted obligations; assist with clarifying contract requirements and resolving any conflicts. Recommend cyclical replacement of accountable property.

- Skill in negotiating terms and conditions of services and contracts with vendors and in preparing and maintaining purchase orders and other similar documents, as well as maintaining detailed records.
- Conduct in-depth research, analyze options, and manage complex procurement and financial issues.
- Evaluate and to tactfully advise as to whether or not proposed purchases will meet needs.
- Special projects as assigned.
- Perform other related duties as required.
- Some travel is required.

***REQUIRED QUALIFICATIONS:***

- A Bachelor's Degree in Accounting, Finance, Business Administration, or related field is preferred.
- Proficiency in the use of automated equipment and software including word processing and spreadsheet applications, requisite court computer programs, automated case management systems, financial records management systems and related databases and applications. Ability to apply knowledge of applicable software and web-based applications and utilize them effectively to meet operational and project goals.
- Working knowledge of Microsoft Office.
- Demonstrated excellence in written and oral communications and strong interpersonal and analytical skills are essential. The successful candidate must have strong leadership qualities and initiative and be able to manage change and articulate management priorities. An ability to identify and resolve problems, to work effectively with both individuals and teams, and to interact courteously and professionally with high-level officials is also required. The individual selected for this position will be required to balance the demands of varying workload responsibilities and time sensitive deadlines.

The selected candidate should also have the following:

In-depth knowledge of federal and local rules, court policies, and procedures, and an understanding of legal terminology. Demonstrated proficiency in problem solving, trouble shooting, and identifying alternative solutions. Demonstrated ability to make timely and effective decisions. A clear understanding of federal court and unit operations, roles, functions, and organizational structure, culture and dynamics is essential.

***SPECIALIZED EXPERIENCE:***

- One year of specialized experience equivalent to work at the CL-25. Specialized experience includes progressively responsible experience that provided knowledge of the rules, regulations, procedures, and practices of procurement administration and involved the routine use of automated procurement systems and applications including JIFMS.
- Ability to obtain Contracting Officer Contracting Program certification level 1 and 3, if not already certified.

**Benefits:**

Please review the extensive federal benefits on the United States Courts website:

<https://www.uscourts.gov/careers/benefits>

**Conditions of Employment:**

A commitment to public service is essential. Visit the U.S. Courts website for citizenship requirements

[www.uscourts.gov](http://www.uscourts.gov).

Positions with the United States Courts are considered "at will" and are not subject to the employment regulations of competitive service. Positions in the Federal Judiciary are excepted service appointments, are considered "at will" and can be terminated with or without cause.

The applicant selected will be subject to an FBI background check and continued employment contingent upon favorable suitability determination. A negative finding from the background check may result in termination of employment.

Employees are subject to the [Judicial Code of Conduct for Judicial Employees](#).

All information provided by applicants is subject to verification. Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

**How to apply:**

**Qualified applicants should upload their documents using our HR Employment Application System located at:**

[HR Employment Application System](#)

**Note: This system will not let you continue without uploading all documents.**

**If you fail to provide these documents, your application package will be considered incomplete and will not be considered any further.**

**Travel and relocation expenses will not be reimbursed.**

The U.S. District Court reserves the right to amend or withdraw any job announcement without written notice to applicants. The District reserves the right to conduct interviews at any time prior to or after the closing date for receipt of applications. Only applicants selected to receive an interview will be notified by phone or e-mail.

In the event a position becomes vacant in a similar classification, within a reasonable time from the original announcement, the Clerk of Court may elect to select the next top-rated candidate from those who applied for the initial announcement without re-posting the position. This job announcement may involve filling more than one position described herein.

**The U.S. District Court for the Southern District of Ohio is an Equal Opportunity Employer and Values Diversity in the workplace.**