

**UNITED STATES PROBATION OFFICE  
MIDDLE DISTRICT OF PENNSYLVANIA  
VACANCY ANNOUNCEMENT/POSITION OVERVIEW**

**POSITION:** Procurement Specialist I

**LOCATION:** Scranton, PA

**STARTING SALARY\*:** Classification Level (CL) 25 (\$41,140 to \$66,888)  
\*Starting salary depends on education and experience

**CLOSING DATE:** Applicant packages must be received by 5:00 p.m. on  
Friday, August 2, 2019 to be considered

**ANNOUNCEMENT NO:** 2019-02

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**IMPORTANT NOTE:**

**This vacancy announcement will be used to fill a position in our Scranton office. The specific duties assigned may change based upon the needs of the office.**

The starting salary is dependent on qualifications and experience. The U.S. Probation Office reserves the right to modify the conditions of this job announcement or withdraw the job announcement, either of which may occur without prior written notice.

**JOB SUMMARY:**

Procurement specialists perform and coordinate administrative, technical, and professional work related to ensuring that court units are supplied with the materials, equipment, and services required to function optimally, including ensuring compliance with the appropriate guidelines, policies, and approved internal controls. Procurement specialists may lead the work of procurement services technicians or administrative support staff; however, their responsibilities do not typically involve formal supervisory responsibilities. An employee in this benchmark may be the sole procurement staff member in a court unit and/or may report to a procurement supervisor or manager. Procurement specialists in this benchmark purchase supplies, equipment, and furnishings within a set dollar amount. In addition, they may maintain service contracts.

**REPRESENTATIVE DUTIES:**

These representative duties are intended to provide generalized examples of major duties and responsibilities that are performed. These representative duties are not intended to include any tasks or duties unique to a work location or position, nor are they intended to reflect all 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 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 Policies and Procedures and Judiciary Procurement Program Procedures on procurement practices. Adhere to the court unit'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 the inventory listing of property and conduct inventory reconciliations

## **Factor 1 – Required Competencies (Knowledge, Skills, and Abilities)**

### **Procurement**

- Knowledge of procurement and property management procedures, guidelines, policies, practices, and protocols used within the court unit. Knowledge of general government procurement policies and procedures. Knowledge of the court unit's needs and usage of supplies, equipment, and services. Knowledge of financial systems and protocols needed to maintain purchase order information and invoice payment processing. Skill in preparing requests for qualifications/proposal /quotation documents. Skill in completing various forms used in the procurement process and maintaining related records. Skill in planning and coordinating time and delivery of purchases. Skill in researching and interpreting guidelines, rules, regulations, and policies related to purchasing. Ability to interpret and implement federal judiciary guidelines and policies regarding purchasing. Ability to obtain Contracting Officer Contracting Program certification

### **Court Operations**

- Knowledge of the functions and procedures of the court unit.

### **Judgment and Ethics**

- Knowledge of, and compliance with, the Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

### **Written and Oral Communication/Interaction**

- Ability to communicate effectively (orally and in writing) with requesters and vendors, providing customer service and resolving difficulties while complying with regulations, rules, and procedures. Ability to communicate with requesters to determine actual needs; ability to evaluate whether proposed purchases will meet those needs.

## **Information Technology/Automation**

- Skill in the use of automated equipment including word processing, spreadsheet, and database applications, as well as financial and accounting systems, databases and systems used for tracking inventory, preparing purchase orders, and other systems related to procurement activities.

## **Factor 2 – Primary Job Focus and Scope**

The primary focus of the job is to purchase materials, equipment, and supplies that support the functioning of the Probation Office through understanding the needs and priorities of customers and users, as well as evaluating whether current procurement activities are meeting those needs. Procurement specialists ensure accuracy and completeness of data, quality of service, and compliance with internal controls, government requirements, regulations, and policies, while preventing legal or personal liability against the court unit executive, the circuit executive, and the employee. The work impacts mainly the personnel of the unit served. Adequate supplies, operating equipment and working environment are important to create a conducive work atmosphere

## **Factor 3 – Complexity and Decision Making**

The job involves gathering and analyzing information to make routine purchases of supplies, equipment, and furnishings. Decisions made are based on knowledge of the policies, practices, and guidelines related to purchasing supplies, equipment, and furnishings within the court. Employees in these positions usually develop options and recommend a course of action based on their experience and expertise in their subject area.

## **Factor 4A – Interactions with Judiciary Contacts**

The primary contacts are employees of the U.S. Probation Office MD-PA, peers, managers, executives, staff of other court units, circuit executive office staff, and Administrative Office staff for the purpose of purchasing supplies, furniture, equipment, and services.

## **Factor 4B – Interactions with External Contacts**

The primary external contacts are vendors and contractors for the purpose of obtaining quotes and purchasing supplies, equipment, services, and furnishings.

## **Factor 5 – Work Environment and Physical Demands**

Work is performed in an office setting and may occur at off-site locations or temporary duty stations. Some positions may be required to regularly lift boxes and move furniture and equipment.

## **QUALIFICATIONS:**

The minimum requirements for consideration for this position are as follows:

- High school graduate or equivalent.
- One year of specialized experience. This is progressively responsible experience that is closely related to the work of the position and which has demonstrated the particular knowledge, skills, and abilities to successfully perform the duties for the position.

Preferred Skills and Qualifications:

- Completion of a college degree from an accredited university.
- Possess good writing and oral communication skills and the ability to work independently.

The successful applicant must:

- Possess good multi-tasking skills and have strong interpersonal/verbal communication skills.
- Be a team-player and flexible in a changing environment.
- Possess good computer skills, utilizing word processing and database applications.
- Maintain confidentiality and practice a good work ethic.
- Be customer-service oriented and present a professional and capable persona.

## **Benefits**

Employees of the United States Probation and Pretrial Services Office are Excepted Appointments and are not included in the government's competitive service classification system. Positions are covered by the Court Personnel System. A generous benefits package is available to full-time employees which may include:

- A minimum of 10 paid holidays
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days after three years, and 26 days after fifteen years
- Paid sick leave in the amount of 13 days per year
- Optional participation in choice of Federal Employees Health Benefits
- Optional participation in Federal Employees Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in Long-Term Care Insurance
- Retirement benefits (FERS)
- Thrift Savings Plan
- Eligibility for private long-term disability plan options
- Credit for prior government service

## **Reasonable Accommodation**

If an applicant requires a reasonable accommodation for any part of the application process, please notify the Human Resources Specialist at (570) 207-5844.

## **How To Apply**

**Please forward your application package to:**

United States Probation Office  
Attention: Office of Human Resources (Job Announcement #2019-02)  
235 North Washington Avenue - Room 107  
PO Box 191  
Scranton, PA 18503

**To be assured consideration for this position, all required documents listed below must be included in your application package. You must reference the vacancy announcement number in your letter of application.**

1. Letter of application that describes your interest in pursuing this position;
2. Completion of the form AO-78-Federal Judicial Branch Application of Employment; The application can be accessed at:  
<http://www.uscourts.gov/uscourts/FormsAndFees/Forms.AO078.pdf>
3. Résumé with three references;
4. Copies of two most recent performance based evaluations.

**Please note the following information:**

- » The Court is not authorized to reimburse candidates for travel in connection with an interview or to pay relocation expenses to the successful candidate.
- » Candidates progressing beyond the initial interview phase may be tested for eligibility.
- » Only applicants who are interviewed in person will receive a written response regarding their application.
- » The U.S. Probation Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement without written notice to the applicants.

**Posting may be viewed at:**  
**<http://www.pamp.uscourts.gov/career-opportunities>**

***The United States Probation Office is an Equal Opportunity Employer***