



POSITION ANNOUNCEMENT

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF ALABAMA

Position Title:	Procurement Services Technician
Classification Level:	CPS CL 24/25
Salary Range:	\$38,797 - \$63,072
Location:	Birmingham, AL
Opening Date:	July 23, 2021
Closing Date:	July 30, 2021

Starting salary dependent upon experience and qualifications. *Promotional opportunity to CL 25 (\$42,862 - \$69,648) after one year, dependant upon qualifications, available funding and without further competition.

POSITION OVERVIEW:

Procurement Services Technicians procures supplies, equipment, miscellaneous services, furnishings and repairs for the Northern District of Alabama ensuring compliance with the appropriate guidelines, policies, and approved internal controls.

DUTIES:

- Prepares purchase orders at reorder levels and from requisitions received from unit personnel.
- Checks deliveries and invoices against purchase orders for type, quantity and condition.
- Processes invoices from supplier and prepares payment vouchers.
- Maintains inventory of supplies, furniture and equipment, which requires physical capabilities to handle moving, loading, etc.
- Meets with requesters to ensure full understanding of the need and that the proposed purchase will satisfy the need.
- Provides expenditure information regularly to supervisor for budget control purposes.
- Places orders with supplier for stationery and other needs.
- Maintains purchasing records and reports, including inventory control records.
- Maintains GSA and other supplier catalogs for review by unit personnel in making or suggesting kind and type of item needed.
- Other duties as assigned.

QUALIFICATIONS AND EXPERIENCE:

The starting salary is dependent upon experience and qualifications. Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. Skill in the use of automated equipment including word processing and spreadsheets. Knowledge of financial and accounting systems, databases and systems used for tracking inventory, preparing purchase orders, and other systems related to procurement activities. Ability to communicate effectively both orally and in writing.

MISCELLANEOUS: The Procurement Services Technician is an excepted service appointment. Excepted service appointments are “at-will” employees who serve at the pleasure of the court and can be terminated by the court with or without cause.

The U.S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement and/or **fill the position earlier than the closing date** without prior notice. This job announcement may result in filling more than one position.

BACKGROUND CHECK: This is a sensitive position within the federal judiciary. Employment will be considered provisional pending the successful completion of FBI fingerprint and background check.

BENEFITS: Employees of the United States District Court are *not* included in the government’s Civil Service classification. They are, however, entitled to similar benefits as other Federal employees.

10 paid holidays per year

13 days paid vacation for the first three years; 20 days after three years; 26 days after 15 years

Choice of federal health, vision, dental and life insurance plans

Optional long-term care insurance

Optional participation in Health and Dependent Care Reimbursement Accounts

Participation in the Federal Employees Retirement System

Optional participation in an employer-matching Thrift Savings Plan (similar to a 401K)

HOW TO APPLY: Qualified persons are invited to submit a cover letter, including a list of three professional references (with contact information), and an AO-78 Application for Judicial Branch Federal Employment which is available at <http://www.alnd.uscourts.gov>.

Please submit cover letter and application by mail in an envelope marked "CONFIDENTIAL" to H.R. Specialist, U. S. District Court, 1729 5th Avenue North, Birmingham, AL 35203.

The most highly qualified candidates will be referred for further consideration and possible interview. Only applicants who are selected for interviews will be contacted by the Court.

EQUAL OPPORTUNITY EMPLOYER