



UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF CALIFORNIA
PROBATION OFFICE

PROCUREMENT TECHNICIAN

Announcement #	16-12
Date Opened	August 25, 2016
Closing Date	Open until filled. Preference will be given to applications received by September 12, 2016.
Location	San Diego Main Office, 101 W. Broadway, Suite 700, San Diego, CA 92101
Duties and Responsibilities	<p>The Procurement Technician provides support to ensure that the court unit offices are provided the supplies, equipment, miscellaneous services and furnishings required to function optimally, in accordance with court policies and approved internal controls. Representative duties include but are not limited to: Provides "Help Desk" customer service and on-site support related to supplies to all offices in the court unit. Ensures that the court unit offices are provided with supplies, equipment, and furnishing to function optimally. Provides minor repair or adjustment to furniture or equipment as necessary, or arranges for maintenance when required. Moves, sets up and examines furniture and equipment; reports maintenance and repair problems to GSA and coordinates services with building management when necessary. Maintains office supply inventory and ensures adequate stock levels. Orders routine office supplies. Maintains and replenishes stock rooms at various supply locations. Receives purchased office supplies and checks deliveries against packaging slips. Checks deliveries and invoices against purchase order for type, quantity, and condition. Enters and updates information on purchase orders and inventory into automated databases. Issues and delivers materials and supplies to requesting individuals, supply areas and offices. Maintains leased vehicles including operations, arranging for maintenance, records and reporting. Assists with inventories following applicable guidelines and policies using both manual and automated inventory tracking tools. Tags furniture and other office materials for the purpose of tracking inventory. Assists with records management by filing, scanning and maintaining documents. Makes lists of supplies to be ordered. Assists with preparing some purchase orders. Assists Procurement Specialist with identifying and disposing of excess property, following applicable guidelines and policies. Performs related office duties such as processing incoming and outgoing section mail and deliveries; copying and binding forms, reports, and other documents and other similar activities. Tracks data for unit utilizing spreadsheets and other media when requested. Serves as back-up for the Procurement Specialist in issuing transit passes and processing local travel vouchers. Performs other duties as assigned.</p>
	Court Personnel System - Level 23 and 24
Starting Salary	CL 23, Steps 1 - 19 \$34,926 - \$41,481 Annually - (Minimum 2 years of general experience) For placement at salary levels above Step 1, at least one year of specialized experience is required.
Starting Salary	CL 24, Steps 1 - 19 \$38,690 - \$45,942 Annually - (Minimum 1 year of specialized equivalent to CL 23) For placement at salary levels above Step 1, at least two years of specialized experience is required.
Potential Salary	CL 24, Steps 20 - 61 \$46,345 - \$62,863 Annually
	Appointment at either CL-23 or CL-24 will be based upon the successful candidate's overall qualifications and experience. If appointed at CL-23, promotional potential without further competition to CL-24 upon attainment of qualification requirements and ongoing successful job performance.
Minimum Qualifications	To qualify for the position of Procurement Technician, a person must be a U.S. Citizen, a high school graduate or equivalent and have two years of general experience. For placement at salary levels above minimum, must have at least one year of specialized experience. Experience in procurement, inventory and customer service is strongly preferred. Skill in the use of word processing, spreadsheet, database and inventory tracking applications is highly desirable. Candidates must have strong written and oral communication skills. A background investigation including fingerprinting, criminal history and credit checks will be conducted as a condition of employment.

	<p>Considerable physical effort may be involved in moving and lifting boxes, furniture, equipment, and supplies in excess of 50 lbs. Travel to branch offices is required. Some travel requires the incumbent to drive either their own personal vehicle or a government vehicle; therefore, the incumbent must possess a valid driver's license and be able to drive a vehicle for extended distances throughout the district. Periodic work during non-business hours is required.</p> <p>General Experience 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.</p> <p>Specialized Experience Progressively responsible clerical or administrative experience that is in, or closely related to, the work of the Procurement Technician, and provided knowledge of the rules, regulations, practices and principles of procurement administration and/or inventory and property management; and involved the routine use of automated procurement and inventory systems or other computer based systems such as word processing, spreadsheets or database applications.</p> <p>Educational Substitutions Education above the high school level may be substituted for the required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of experience.</p> <p>Preferred Qualifications A successful candidate must be mature, responsible, poised, organized and meticulous. Must also possess tact, good judgment, initiative, and the ability to work harmoniously with others.</p> <p>How to Apply Applicants should submit a resume and cover letter summarizing related skills and interest in the position along with an Application for Federal Judicial Employment (AO78). The application form AO78 can be found at: http://www.uscourts.gov/forms/AO078.pdf</p> <p>A resume will not be accepted in lieu of an application, but should be submitted as an attachment along with a fully completed application.</p> <p>Please submit resume, cover letter and completed application (AO78) via email to:</p> <p style="text-align: center;">HR_CASP@casp.uscourts.gov Subject: Human Resources Announcement # 16-12</p> <p style="text-align: center;"><i>Incomplete application packets may not be considered.</i></p> <p>Additional Information U.S. Probation reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, without prior written or other notice. Only qualified applicants will be considered for this position.</p> <p>U.S. Probation employees serve under "Excepted Appointments." They are considered "at will" employees with the exception of U.S. Probation Officers who are "for cause." All U.S. Probation employees are required to adhere to a Code of Conduct which is available upon request. The U.S. Probation Office is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service employment.</p> <p>All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.</p> <p>U.S. Probation employees are subject to mandatory Electronic Funds Transfer (direct deposit of pay check to a financial institution).</p> <p>For detailed Benefit information, please visit: http://www.uscourts.gov/careers/benefits.cfm</p> <p style="text-align: center;">UNITED STATES PROBATION IS AN EQUAL OPPORTUNITY EMPLOYER</p>
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