



VACANCY ANNOUNCEMENT

UNITED STATES PROBATION
Southern District of California
www.casp.uscourts.gov

Announcement # 19-14

Position	Procurement Technician
Date Opened	July 2, 2019
Closing Date	Open until filled, preference given to applications received by July 22, 2019.
Location	San Diego Main Office, 101 W. Broadway, Suite 700, San Diego, CA 92101
Classification Level & Salary Range	Starting Salary Depending on Qualifications CL 23, Steps 1 – 13 \$37,460 – \$42,143 CL 24, Steps 1 – 13 \$41,472 – \$46,666 Potential salary CL 24, Steps 14 – 61 \$47,098 – \$67,438

Duties and Responsibilities:

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.

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.

The required experience and educational substitutions for each classification level are as follows:

CL-23

Minimum two years of general experience. For placement at salary levels above Step 1, at least one year specialized experience is required.

CL-24

Minimum one year of specialized experience equivalent to CL-23. For placement at salary levels above Step 1, at least two years of specialized experience is required.

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.

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.

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.

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.

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.

Personal Characteristics

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.

Apply by Submitting

1. A resume
2. Cover letter
3. Application for Federal Judicial Employment (AO78)
 - Link to Application Form AO78: <http://www.uscourts.gov/forms/AO078.pdf>
Incomplete application packets may not be considered.

Email (single PDF document) to: careers@casp.uscourts.gov

Subject: Human Resources Announcement # 19-14

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.

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