



VACANCY ANNOUNCEMENT

UNITED STATES PROBATION

Southern District of California
www.casp.uscourts.gov

Announcement # 21-07

POSITION	Procurement Technician
DATE OPENED	March 12, 2021
CLOSING DATE	Open until filled, preference given to applications received by April 5, 2021.
LOCATION	San Diego Main Office, 101 W. Broadway, Suite 700, San Diego, CA 92101
CLASSIFICATION LEVEL & SALARY RANGE	CL 23 \$39,110 – \$63,559 CL 24 \$43,306 – \$70,402
	Depending on Qualifications

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 the following:

- 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.

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

A high school graduate or equivalent and two years of general experience.

General experience is 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.

COURT PREFERRED QUALIFICATIONS

- One year of specialized experience.
- Experience in procurement, inventory, and customer service.
- Skill in the use of word processing, spreadsheet, database, and inventory tracking applications.
- Strong written and oral communication skills.
- Experience demonstrative of being highly organized and capable of handling multiple tasks and time demands.

Specialized experience is 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 general experience.

THE CANDIDATE MUST HAVE

- 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.
- Strong interpersonal/verbal and written communication skills. Provide excellent customer service skills and ability to resolve issues while complying with regulations, rules and procedures.
- Excellent computer skills, knowledge of automated systems used for preparing purchase orders and related procurement activities.
- Ability to maintain confidentiality and consistently demonstrate sound ethics and judgement.
- Excellent organizational skills and attention to detail.
- Ability to attain the Contracting Officer Contracting Program certification upon hire.
- Ability to regularly lift and move boxes, equipment and furniture and the ability to operate a hand truck and other equipment in moving supplies and furniture.
- A valid driver's license is required for travel to branch offices.

NOTICE TO APPLICANT

- Applicants must be United States citizens.
- A background investigation including fingerprinting, criminal history and credit checks will be conducted as a condition of employment.
- All application information is subject to verification.
- Court employees are required to adhere to the [Code of Conduct for Federal Judicial Employees](#).
- The Court is not authorized to reimburse travel expenses for interviews or relocation.
- This position is subject to mandatory electronic funds transfer for payroll direct deposit.

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>

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

Subject: Human Resources Announcement # 21-07

Incomplete application packets may not be considered.

ADDITIONAL INFORMATION

For detailed benefit information, please visit: <https://www.uscourts.gov/careers/benefits>

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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