



**UNITED STATES DISTRICT AND BANKRUPTCY COURTS  
FOR THE  
DISTRICT OF COLUMBIA**

**JOB OPPORTUNITY**

**Announcement No.:** 2022-03

**Position Title:** Procurement and Facilities Specialist

**Grade/Salary Range:** CL-25/26/27 (\$49,541-\$97,441)  
*(Salary is equivalent to the GS-9/10/11 and determined by qualifications and experience)*

**Position Location:** Washington, DC

**Position Information:** Full-time/Permanent/Excepted Service  
*(More than one position is available)*

**Area of Consideration:** Open to all qualified individuals

**Open Date:** February 11, 2022

**Closing Date:** Open Until Filled

**How to Apply:**

Qualified individuals must submit the following:

- A cover letter detailing how your experience relates to the position requirements
- [AO-78, Federal Judicial Branch Application for Employment](#) (can be downloaded from [www.uscourts.gov](http://www.uscourts.gov))
- A resume detailing all relevant experience, education, and skills

Failure to submit a complete and signed cover letter, AO-78, and resume will result in immediate disqualification. Description of Work section of the AO-78 must be completed to include salary information. Indicating “see resume” is not acceptable. Incomplete and/or unsigned applications will not be considered, returned or retained. Only applicants selected for an interview will be contacted and must travel at their own expense. One application per candidate will be accepted for this announcement.

Applications may be mailed or hand delivered to:

United States District and Bankruptcy Courts  
Attn: Human Resources (2022-03)  
333 Constitution Avenue, NW, Room 2718  
Washington, DC 20001

Or via e-mail to: [jobs@dcp.uscourts.gov](mailto:jobs@dcp.uscourts.gov)

**Agency Contact Person:** Marion L. Boulden, PHR, SHRM-CP  
Human Resources Manager  
(202) 565-1355

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## ABOUT US

The United States District and Bankruptcy Courts for the District of Columbia is recruiting for a Procurement and Facilities Specialist to join its Clerk's Office team. The team works in a dynamic, fast-paced environment serving both a Bankruptcy Court constantly leveraging technology for the benefit of customers, and a District Court often referred to as the second most important in the nation given the vast number of high-profile cases over which the judges preside. The ideal candidate is a mature, self-motivated, career-oriented professional eager to grow with us, and the federal judiciary as a whole. The candidate must also share in the Clerk's Office's Vision and Mission of "providing exceptional service while upholding the administration of justice." Finally, to assist you in achieving all your career goals with us, we offer our staff tuition assistance as the budget allows. Please see the Benefits section of this announcement for additional benefits.

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## JOB SUMMARY

This position is located in the United States District and Bankruptcy Courts for the District of Columbia Clerk's Office Administrative Services Division, Procurement and Facilities Department, and reports to the Property and Procurement Administrator. The Procurement and Facilities Specialist works in a five-person office that performs and coordinates administrative, technical, and professional work related to ensuring that court units are supplied with the materials, equipment, and services required to function optimally. The incumbent assists in performing day-to-day building management issues and space and facilities projects, serves as the back up to the Property and Procurement Administrator, and acts as their alter ego in their absence. The incumbent also ensures compliance with the appropriate guidelines, policies, and approved internal controls.

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## DUTIES AND RESPONSIBILITIES

The incumbent may be called upon to perform some or all of the following duties and responsibilities:

- Assist in writing and/or revising operating procedures for procurement and facilities management.
- Identify and maintain lists of vendors and sources of supply for goods and services. Review, evaluate, verify, and process invoices and prepare payment requests.
- Assist and train other court employees in the use of the procurement systems.
- Adhere to the *Guide, Volume: 14* on procurement practices. Adhere to the court unit's internal control procedures.
- Assist with conducting physical sightings of court property.
- Coordinate and assist with furniture and equipment moves as required.
- Serve as the primary personnel responsible for creating/writing purchase orders and maintaining all related procurement files.
- Assist with the recommendations of cyclical replacement of accountable property (i.e. equipment, furniture, etc.) and services that contribute to the professional appearance of the court building (i.e. carpet, paint, etc.).
- Assist with the creating and maintain spreadsheets, databases, etc. for the purpose of tracking and ensuring departmental timeliness, accuracy and efficiency.
- Negotiate with vendors for the best price over contracted services and purchases. Coordinate with selected vendors on supply and delivery of purchased items. Evaluate and monitor contract performance to ensure compliance with contracted obligations; assist with clarifying contract requirements and resolving any conflicts. Review and update vendor table logs for suspicious activity (e.g. multiple consecutive changes to a vendor record or changes being made during non-business hours).
- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production, and distribution capabilities as well as their reputation and history. Prepare specifications, solicitations, and requests for qualifications/proposals; research products and equipment; prepare product/equipment specifications and scopes of work. Obtain and review competitive bids, quotes, and proposals from vendors and contractors; discuss evaluations and review with requesters, subject matter experts, and other court units.
- 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. Assist with preparing and providing budgetary information for spreadsheets and databases used to track certain expenditures.
- 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. With oversight from the Property and Procurement Administrator, coordinates building-wide projects that affect the utilization of space assigned to the District and Bankruptcy Courts (e.g. furnishing, cyclical maintenance, tenant alterations, etc.) Advise the Property and Procurement Administrator on necessary repairs and maintenance matters, as well as use of space. Assist the Property

and Procurement Administrator in monitoring and overseeing space and facilities project work. Assess, document, prioritize, and respond to project problems. Attend or participate in project or construction meetings as a representative of or advisor to the Property and Procurement Administrator.

- Comply with guidelines, procedures, and policies established by the Administrative Office and the court unit. Gives advice and explains requirements of the *Guide to Judicial Policy* as they relate to proper procurement actions.
- Manage the court contract interpreter procurement process. This would include working with the Director for Interpreter Services to identify the court's requirements/needs for contract interpreter resources and procuring the required resources consistent with judiciary policy and guidelines for contract interpreters. Review and approve that service submitted on contract interpreter invoices and travel vouchers were received, satisfactory, and consistent with judiciary policy and guidelines. Assist the Director for Interpreter services in managing the contract interpreter scheduling.
- Responsible for completing any special projects as needed.
- Physical lifting and movement of boxes and furniture may be required.
- Serve as a back-up to the Property and Procurement Administrator.
- Perform other duties as assigned.

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## QUALIFICATIONS

**Required Education:** A bachelor's degree from an accredited four-year college or university is required.

**Required Specialized Experience:**

**To qualify for the CL-25/26:** The candidate must also possess a minimum of one year of specialized experience.

**To qualify for the CL-27:** The candidate must also possess a minimum of two years of specialized experience.

Specialized experience includes progressively responsible clerical or administrative experience that is in, or closely related to, the work of the position and which has demonstrated the particular knowledge, skills, and abilities to successfully perform the duties of the position and involves the routine use of automated software and keyboarding for word processing, data entry, and report generation.

**Preferred Experience:**

Procurement and facilities experience in a legal/court setting is highly preferred, but not required.

Must have excellent interpersonal skills and be able to effectively communicate with staff to determine needs and maintain complete and accurate records and files. The ability to communicate effectively both verbally and in writing is critical.

Excellent organizational skills, the ability to respond to requests on short notice and the ability to manage multiple tasks and stringent deadlines are essential.

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## **BENEFITS**

Full-time employees of the United States District and Bankruptcy Courts for the District of Columbia are eligible for a full range of benefits to include:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Federal Employees' Retirement System (FERS)
- Optional participation in the Thrift Savings Plan (TSP), the Federal Employees Health Benefits Program (FEHBP), Federal Dental and Vision Insurance Program (FEDVIP), the Federal Employees' Group Life Insurance (FEGLI), the Flexible Benefits Program, the Commuter Benefit Program, SmartBenefits (mass transit subsidy up to \$280 per month), and Long-Term Care Insurance
- Workers' Compensation Program
- On-site physical fitness facility
- Flexible work schedule
- Federal Occupational Health Services Program (FOH)/ On-site Health Unit
- Employee Assistance Program (EAP)/Work Life Services
- Priority enrollment for children beginning at three months of age until kindergarten of all employees of the United States Courts in the Thurgood Marshall Child Development Center (TMCDC)

*For more detailed information about federal court benefits, please go to:*

[www.uscourts.gov/careers/benefits](http://www.uscourts.gov/careers/benefits).

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## **CONDITIONS OF EMPLOYMENT**

United States citizenship is required for consideration for this position.

Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).

Employees of the United States District and Bankruptcy Court for the District of Columbia are excepted service appointments. Excepted service appointments are "at will" and can be terminated with or without cause by the court.

Employees are required to use the Electronic Funds Transfer (EFT) for payroll deposit.

Final candidates will undergo a background check and must successfully complete a Moderate Risk Background Investigation (MBI), a five-year investigation with five-year periodic updates.

Selection will be made consistent with the provisions of the Equal Employment Opportunity Plan adopted by the United States District and Bankruptcy Courts for the District of Columbia.

*Note: Revised on March 9, 2022.*