



**UNITED STATES PROBATION OFFICE
SOUTHERN DISTRICT OF MISSISSIPPI
Vacancy Announcement 20-5**

Position:	Procurement Specialist II
Location:	Jackson, MS
Opening Date:	09/21/20
Closing Date:	Open Until Filled - applications received by 10/5/20 will receive priority
Salary:	Starting: CPS CL 27 - \$51,208 with Promotion Potential to CL 28 - \$61,360 - \$99,762; salary is based on experience and qualifications in accordance with the Court Personnel System.
Application Procedure:	Applicants should submit a Federal Judicial Branch Application for Employment Form AO 78 which can be found at https://www.mssp.uscourts.gov/ , cover letter and resume by email (PDF format) to: usprobationjobs@gmail.com

Job Summary:

This position is located in a U.S. Probation/Pretrial Services Office in the Southern District of Mississippi. Procurement specialists perform and coordinate administrative, technical, and professional work related to ensuring that court units are supplied with the materials, equipment, and services required to function optimally, including ensuring compliance with the appropriate guidelines, policies, and approved internal controls. Procurement Specialists II perform advanced procurement activities requiring advanced knowledge of procurement policies and practices. Advanced procurement activities include preparing complicated specifications, negotiating service contracts, and preparing significant and large purchase orders.

Representative Duties:

These representative duties are intended to provide generalized examples of major duties and responsibilities that are performed by this position. These representative duties are NOT intended

to include any tasks or duties unique to a particular work location or position, nor are they intended to reflect all duties performed by this position.

- 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.
- Assess requests for goods and services by ensuring that they are allowable under limitations, restrictions, and policies, as well as determining availability of funds. Ensure that accounts have funds available for items being purchased. Prepare spreadsheets and maintain databases to track certain expenditures.
- Adhere to the *Guide to Judiciary Policies and Procedures* and *Judiciary Procurement Program Procedures* on procurement practices. Adhere to the court unit's internal control procedures.
- Identify and maintain lists of vendors and sources of supply for goods and services. Review, evaluate, verify, and process invoices and prepare payment requests.
- 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 (to include treatment services for offenders); research products and equipment; prepare product/equipment specifications. Obtain and review competitive bids, quotes, and proposals from vendors and contractors; discuss evaluations and review with requesters and subject matter experts.
- Coordinate with Treatment Specialist to conduct regular monitoring visits of contract agencies and service providers as provided in national policy.
- Evaluate and monitor contract performance to ensure compliance with contracted obligations.
- Maintain paper and computerized records of test results and inventory of test cups.
- Review treatment invoices to certify services delivered according to procurement and contracting guidelines ensuring appropriate disbursement of funds.
- Monitor, coordinate, and react to day-to-day facilities management issues, which may involve structures, building systems, technology, grounds, and security.
- Procurement activities include preparing complicated specifications, negotiating service contracts, and preparing significant and large purchase orders.

Education/Experience:

Master's Degree in accounting or business required. Two years specialized experience preferred. Specialized experience is defined as progressively responsible employment in the financial or business field utilizing rules, regulations, practices and principles of financial administration and/or accounting, and involves the routine use of automated financial and accounting systems or other computer based system and applications such as word processing, spreadsheets or databases. The applicant must have a positive attitude, deliver excellent customer service, and be detail oriented. Strong analytical skills, excellent organizational skills, willingness to learn and participate in a team environment, ability to respond to requests on short notice, and the ability to manage multiple tasks are essential.

Conditions of Employment:

Applicants must be U. S. citizens or eligible to work in the United States. A background investigation with law enforcement agencies, including fingerprint and criminal records checks will be conducted. Any applicant selected for a position will be hired provisionally pending successful completion of the

investigation. The position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

Benefits:

Employees of the U. S. Courts are not classified under civil service; however, they are entitled to the same benefits as other federal employees: These include:

- 10 paid holidays per year
- 13 days paid vacation for the first three years of full-time employment. Thereafter 20 to 26 days per year dependent upon length of federal service
- 13 days of paid sick leave per year (unlimited accumulation)
- Choice of a variety of employer-subsidized federal health and life insurance plans
- Mandatory participation in the Federal Employees Retirement System
- Optional participation in the Thrift Savings Plan
- Optional long-term care insurance
- Optional participation in the Flexible Benefit Program

Application Information:

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The position is open until filled. Applications received by 10/5/20 will receive priority. Only applicants selected for an interview will be notified.

~THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER~