



U. S. District Court
Southern District of Mississippi

PROPERTY AND
PROCUREMENT ADMINISTRATOR
Vacancy Announcement MSSD-2022-12

POSITION

PROPERTY AND PROCUREMENT
ADMINISTRATOR

LOCATION

Jackson, Mississippi

SALARY/TARGET

CPS CL 27

Based on the 2022 salary table, the entry level salary range is \$52,967 to \$66,214 (actual salary dependent on relevant experience and qualifications)

POSITION AVAILABLE

February 27, 2023, or January 30, 2023
(dependent on the court's budget)

**APPLICATION
CLOSING DATE**

December 14, 2022; Open until filled

ANNOUNCEMENT

MSSD-2022-12

The U. S. District Court, Southern District of Mississippi, is an Equal Opportunity Employer

POSITION OVERVIEW

The United States District Court for the Southern District of Mississippi is seeking a senior level manager to serve as Property and Procurement Administrator. Incumbent performs a wide variety of administrative duties, primarily providing assistance and advice to the Court in all aspects of property and procurement. The duties specified herein are intended to provide generalized examples of the major duties and responsibilities that are performed by the incumbent.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

- Making all the court's purchases, using the court's credit card and the Judiciary Integrated Financial Management System (JIFMS). This includes office supplies, furniture, portable electronic devices, and equipment. It also includes ensuring that the court's vendors are registered in the judiciary's System for Award Management (SAM) and entering vendors manually if they will not register in SAM.
- Obligating all funds in JIFMS. This includes (a) obtaining and reviewing competitive proposals in accordance with *The Guide to Judiciary Policy* and (b) ensuring compliance with procurement guidelines, regulations and internal controls.
- Managing and reconciling the court's restitution payments, including (a) setting up and entering all new criminal judgments; (b) registering prisoners granted in forma pauperis status (IFP) in JIFMS; and (c) interacting daily with defendants, victims, representatives of the Federal Bureau of Prisons, and other government agencies concerning payments from defendants and to victims.
- Processing and accounting for all fees received in the office.
- Distributing and installing furniture and equipment in the district's four courthouses. This includes regular lifting in excess of 50 lbs and use of dollies and other equipment. It also includes assisting with the disposal of excess court equipment and furniture.

- Managing the court’s annual and cyclical four-year audits and securing documentation requested from members of the court’s management team. This also includes annually assisting in the internal review of the court’s Internal Controls Manual.
- Purchasing all jury meals, snacks and water, including some meals after hours.
- Overseeing and administering the court’s postage system, including loading postage on meters and managing the court’s use of Stamps.com
- Assisting with set-up -- and facilitating -- all court events. This includes setting up chairs, tables, and other furniture and equipment.
- Interpreting and applying judgments ordering the distribution of funds from the court’s registry account. This includes maintaining the court’s Court Registry Investment System (CRIS).
- Participating in the court’s monthly budget conferences, assessing and anticipating needs and requesting appropriate reprogramming of funds when required.
- Reading and understanding regulations governing court expenditures, particularly the provisions of *The Guide to Judiciary Policy*, particularly volumes 13, 14 and 19.
- Overseeing, reviewing, and ensuring compliance with judiciary travel regulations as set forth in *The Guide*. This includes (a) regular and thorough review of each individual travel voucher submitted by judges and court employees; (b) familiarity with per diem rates, limitations, and permitted reimbursements; and (c) obligation of staff travel prior to travel start dates.
- Entering of all payments vouchers in JIFMS – including appropriated funds, travel vouchers, and registry payments.
- Serving as custodian of the court’s Bench and Bar Fund (a/k/a the “Library Fund”). This includes processing vouchers against the fund, submitting financial reports annually and when requested either by the Clerk of Court or in advance of meetings of the Board of Judges.
- Reconciling the court’s deposit fund reports (AO 183 forms) in Infoweb.
- Contracting with court interpreters and contract court reporters (Level 2 Procurement Authority).
- Attending continuing education courses and obtaining 16 credit hours every two years (annually for credit card authority).
- Fingerprinting of all new employees and contract employees working in the court.
- Maintaining the court’s cellular telephone account.
- Comply with the Code of Conduct for Judicial Employees and court confidentiality requirements, including handling confidential information in a variety of contexts.
- Demonstrate sound ethics and good judgment at all times.
- Other duties as assigned.

EDUCATION AND QUALIFICATIONS

PREFERRED QUALIFICATION: A bachelor’s degree in accounting, business or a related field is preferred.

GENERAL EXPERIENCE: The PPA is required to acquire and maintain knowledge of current policies and requirements provided by *The Guide to Judiciary Policy*, GSA rules and regulations, local office policy, and applicable state and federal statutes. Display knowledge of procurement processes and procedures as they relate to the federal judiciary. Demonstrate knowledge of government laws, policies, practices, regulations, and terminology related to court administration of financial reporting, procurement processes, and financial transactions (such as trustee payments, payment of Criminal Justice Act panel attorneys, travel expense reimbursement, victim restitution, criminal debt management, payment for procured goods and services). Understand the accounts, procedures, and applicable financial automated systems of the judiciary. Exhibit skill in preparing financial reports.

The successful applicant must consistently perform all duties of the office in a professional and friendly manner and must reside within reasonable daily commuting distance of the Thad Cochran United States Courthouse in Jackson, Mississippi.

MISCELLANEOUS INFORMATION

- Employees of the federal judiciary serve under “Excepted Appointments” and are considered “at-will” employees and can be terminated with or without cause at any time, with the exception of Probation Officers, who must be removed for cause per 18 U.S.C. 362.
- **The successful candidate is required to undergo a high-sensitive FBI background investigation. Selectee may be appointed provisionally with retention dependent on a favorable employment suitability determination based on the FBI background investigation. Selectee will be subject to background reinvestigations every five years.**
- The Court requires employees to adhere to the Judicial Code of Ethics and Conduct, which is available for review upon request.
- Employees of the judiciary are required to use direct deposit for their salary payments.
- Candidates must be citizens of the United States of America or be eligible to work in the United States.
- The Court is not authorized to reimburse applicants for travel and/or relocation expenses.

BENEFITS

The judiciary offers a generous benefits package which includes:

- 11 paid holidays
- Paid sick and annual leave
- Medical insurance options under the Federal Employees Health Benefits (FEHB) program (requires employee contribution)
- Life insurance benefits under the Federal Employees Group Life Insurance (FGLI) program (requires employee contribution)
- Retirement benefits, including participation in the Thrift Saving Plans (tax deferred or Roth retirement savings)
- Supplemental dental and vision benefits under the Federal Employees Vision and Dental Plan (FEDVIP)
- Long term care plan options
- Long term disability plan options
- Flexible spending account options

APPLICATION PROCESS

Qualified applicants should submit the following documents as a single PDF file:

- A cover letter and resume of qualifications, education and employment experience, including references;
- A completed Application for Judicial Branch Employment (AO 78), which is available at <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>.

Applications may be submitted via email (PREFERRED), hand delivery or mail, as follows:

via email (preferred) to:

hr_manager@mssd.uscourts.gov

(subject: Financial Manager – MSSD-2022-06)

Please note: When submitting via email, documents should be submitted as a single PDF document.

By mail or hand-delivery to:

Arthur Johnston, Clerk
U.S. District Court, Southern District of Mississippi
501 E. Court St., Suite 2.500
Jackson, Mississippi 39201

MARK ENVELOPE CONFIDENTIAL – MSSD-2022-06

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice.