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**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF OKLAHOMA**

www.okwd.uscourts.gov

Position Title: Procurement Services Technician
Position Number: 23-03
Location: Oklahoma City
Open date: February 24, 2023
Close Date: March 20, 2023
Salary Range: \$41,368-\$67,231 (CL 24)
Starting salary commensurate with qualifications and experience.
This is a career ladder position with promotional potential to CL 26
without the need to re-advertise.

POSITION OVERVIEW. This entry level, career-track position performs administrative and technical support related to purchasing supplies and materials for the court in accordance with court policies and approved internal controls. Duties involve assisting with procurement and inventory activities through accurate record keeping and tracking; receiving, checking, and delivering ordered supplies and materials; and assisting with purchase orders, invoice payments and travel vouchers. Attention to detail is extremely important. Assignments will become progressively more complex over time. This position requires moving and lifting boxes, furniture, equipment, and supplies.

REPRESENTATIVE DUTIES.

- Receive purchased supplies and check deliveries against packaging slips. Check deliveries and invoices against purchase orders for type, quantity, and condition. Enter and update information on purchase orders and inventory into automated databases. Issue and deliver materials and supplies to requesting offices.
- Tag furniture and other office materials for the purpose of tracking inventory. Move, set up, and examine furniture and equipment; report maintenance and repair problems to the General Services Administration.
- Assist with records management by filing, scanning, and maintaining documents. Assist with asset inventory, using both manual and automated inventory tracking tools. Make lists of supplies to be ordered.
- Process invoices from supplier and prepare payment vouchers. Identify and dispose of excess property, following applicable guidelines and policies. Prepare purchase orders at reorder levels and from requisitions received from unit personnel.

- Assist procurement specialists or supervisors with follow-up to vendors and customers, such as clarifying or expediting orders. Maintain a variety of logs and databases. Obtain quotes from vendors for supplies, furniture, and services.
- Perform related office duties such as processing outgoing mail and deliveries; copying and binding forms, reports, and other documents; and other similar activities.

MINIMUM QUALIFICATIONS.

- Must be United States citizen or eligible to work in the United States.
- High school graduate or equivalent required.
- Minimum of two years of general work experience and a minimum of one year of specialized experience.
 - Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours of credit) equals one year of general experience.
 - Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws that involve the routine use of specialized terminology and automated software and equipment for word processing, data entry, or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

COURT PREFERRED QUALIFICATIONS. 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. Preference will be given to applicants with at least five years of specialized experience; court experience; or experience in a similar position. A four year college degree from an accredited educational institution is highly desirable.

BENEFITS. Employees of the U.S. District Court are not classified under Civil Service but are entitled to many of the same benefits as other federal government employees including participation in the retirement system, health, dental, vision, life and long-term care insurance programs, paid leave, periodic grade and step increases, and 11 paid holidays. All employees are subject to mandatory electronic direct deposit of salary payment.

ADDITIONAL INFORMATION. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. Employees of the United States Courts serve under excepted appointments and are considered at-will employees. As such, employment may be terminated by either the employer or the employee with or without cause. Federal Civil Service classifications/regulations do not apply. All court employees are at-will and therefore the selected candidate may be

removed from this position at any time if, after reasonable on-the-job training, the selected candidate fails to perform at a satisfactory level.

As a condition of employment, the selected candidate will be subject to an FBI fingerprint background check and satisfactory adjudication by the employing office to be eligible for employment. Candidates will not be asked about their criminal history prior to receiving a tentative offer of employment. **Candidates completing the AO-78 are not required to complete questions 18-20 regarding criminal history.** Criminal history is not in itself disqualifying. All available information, past and present, favorable and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement or to fill the position sooner than the closing date, any of which may occur without any prior written notice. More than one position may be filled from this announcement. If a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the court may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position.

APPLICATION INSTRUCTIONS. Please email a letter of interest, resume, and completed application form as a single .pdf document to hr@okwd.uscourts.gov. The employment application can be found on our web page at www.okwd.uscourts.gov. Please include the name of the applicant and the vacancy number in the subject line of the email.

Vacancy No. 23-03
Carmelita Reeder Shinn, Court Clerk
U. S. District Court, Western District of Oklahoma
William J. Holloway, Jr. U.S. Courthouse
200 NW 4th Street, Rm 1210
Oklahoma City, OK 73102

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