

Property & Procurement Specialist

Salary Range: \$35,237-\$70,043 (CL-23/24/25), Depending on qualifications and experience

If appointed at CL-23 or 24, may be promoted without further competition

Vacancy Announcement #21-03; Type of Appointment: Full Time Regular

Date opened:7/1/2021; Closing date:7/30/2021, or until filled

Area of Consideration: All qualified candidates; Location of Position: Indianapolis

The U.S. Probation Office for the Southern District of Indiana is accepting applications for the position of Property and Procurement Specialist to perform and coordinate administrative, technical, and professional work related to ensuring the agency is supplied with the materials, equipment, and services required to function optimally, to include ensuring compliance with the appropriate guidelines, policies, and internal controls. The incumbent serves as a Contracting Officer Technical Representative and oversees the purchase of supplies, equipment, and furnishings within a set dollar amount.

THE OFFICE: A part of the United States District Court, the United States Probation Office for the Southern District of Indiana assists the Court in both probation and pretrial functions through investigating and supervising individuals charged with or convicted of federal crimes. The Probation Office provides coverage for 60 counties in Southern Indiana. In addition to the headquarters office in Indianapolis, divisional offices are located in Noblesville, Bloomington, Evansville, New Albany, and Terre Haute.

SALARY AND BENEFIT INFORMATION: The United States Probation Office is part of the Judicial Branch of the Federal government and operates as an independent excepted service agency. Although not part of the civil service, staff of the Judicial Branch are eligible for civil service health, life, and retirement benefits. This position is classified and paid under a broad-banded system which combines General Schedule (GS) grades and pay.

THE POSITION: Responsibilities include, but are not limited to:

- Assesses requests for goods and services, ensuring they are allowable under limitations, restrictions, and policies and confirms availability of funds. Oversees adequacy of consumable supplies. Procures supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids or existing government contracts. Prepares purchase orders from approved requests, ensuring proposed purchases will satisfy the requestors' needs. Tracks expenditures through automated system and maintains records. Plans and coordinates time and delivery of purchases. Compares invoices against purchase orders for type, quantity, and condition.
- Reviews, evaluates, verifies, and processes invoices and payments in the financial system, and prepares payment requests. Provides expenditure report to supervisor for budget control purposes.
- Assists Level 2 Contracting Officers with contract needs relating to mental health/sex abuse treatment/monitoring, location monitoring, and substance abuse services. Prepares letters, purchase orders and verifies and processes payments. Utilizes and updates the Probation Automated Tracking System (PACTS).
- Adheres to the *Guide to Judiciary Policies and Procedures* on procurement program policies, procedures, and practices. Maintains Contracting Officer Certification level(s) as needed. Adheres to the court unit's internal control procedures.
- Participates in the renewal process for service agreements and contracts. Assists in the monitoring of contracts and ensures terms are met. Arranges for maintenance of office equipment, maintains appropriate equipment logs, and takes routine usage readings.
- Conducts inventory reconciliations and updates property list. Excesses property, following all applicable regulations.
- Identifies and maintains lists of vendors and sources of supply for goods and services.
- Performs back up duties related to travel, government vehicles, and facility support services.
- Performs other duties as may be assigned.

REQUIRED EDUCATION/EXPERIENCE: To qualify for appointment at CL-23, the selected applicant must be a high school graduate or equivalent and have two years of general experience. Appointment at CL-24 requires one year of specialized experience equivalent to work at CL-23. Appointment at CL-25 requires one year of specialized experience equivalent to work at CL-24. 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. Specialized experience is 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 involved the routine use of automated software and keyboarding for word processing, spreadsheets or databases.

STRONGLY PREFERRED QUALIFICATIONS: At least two years of closely related experience. Excellent computer knowledge, with experience in the Windows operating environment, word processing, spreadsheet, working with .pdf documents and database applications, and the ability to type a high volume of material accurately. Ability to communicate orally and in writing with a diverse range of individuals. Ability to organize, oversee, and complete multiple projects simultaneously, and with limited supervision. Detail oriented with strong organizational skills. Dependable, with a commitment to regular attendance and the ability to work beyond traditional office hours. The incumbent must have a positive attitude, exercise sound judgment, maintain confidences, work harmoniously with others, respond to requests on short notice, foster high ethical standards, and demonstrate integrity in meeting the office's vision, mission and goals.

Periodic travel may be required.

BACKGROUND INVESTIGATION: Because this position is classified as highly sensitive, the selectee will be appointed provisionally, pending the results of a background investigation and a favorable suitability determination by the Chief Probation Officer. The incumbent will be subject to periodic reinvestigations.

APPLICATION PROCEDURE: Interested applicants should submit a cover letter and completed application (AO-78) by e-mail or mail. By e-mail to: HRsubmit@insp.uscourts.gov. PDF format is preferred, but Word documents will be accepted. The subject line for e-mail submissions should have the applicant's name and the term Procurement. Mailed applications should be addressed to: Personnel - CONFIDENTIAL (#21-03), U.S. Probation Office, 101 U.S. Courthouse, 46 East Ohio Street, Indianapolis, IN 46204. Incomplete or faxed application packages will not be considered.

The cover letter should address your experience relative to the position of Property and Procurement Specialist, why you would like to serve the U.S. Probation Office for the Southern District of Indiana in this capacity, and how your selection would benefit the district. Applications may be obtained at: <https://www.insp.uscourts.gov/career-opportunities>. To ensure consideration, completed application materials must be received or postmarked by Friday, July 30, 2021.

INFORMATION FOR APPLICANTS: Applicants must be United States citizens or eligible to work in the United States. Submission of false or fraudulent information on or attached to an application may be grounds for nonselection, withdrawal of an offer of employment, or dismissal after being employed. All information is subject to verification. Applications and enclosures will not be returned. The most suitable applicants will be invited to participate in an interview and testing at their own expense. Travel and relocation expenses will not be paid. Due to the volume of applications received, the Probation Office may only be able to communicate with those individuals who will be tested or interviewed. The Probation Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written notice.

This office provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative. The decision on granting reasonable accommodations will be made on a case by case basis.

Employees of the U.S. Probation Office are Excepted Service and are required to adhere to a Code of Conduct which will be made available for review by applicants upon request. Employment with the U.S. Probation Office is "at will" and is subject to termination by the Court. This position is subject to mandatory electronic deposit of salary payment.

The Southern District of Indiana is an Equal Opportunity Employer