

UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



DATE:	February 27, 2019
POSITION:	Property & Procurement Assistant
TERM:	Full-Time Permanent
LOCATION:	500 Pearl Street, New York, New York
CLASS LEVEL:	CL 25 – CL 26
SALARY:	\$46,342 - \$82,984 (Depending on qualifications & experience)
VACANCY NO:	19-14
CLOSING DATE:	March 13, 2019

POSITION OVERVIEW: The Office of the District Executive seeks a highly motivated, responsible and detailed-oriented individual to perform administrative and technical support work, ensure that supplies and materials required to function optimally are provided to court units, in accordance with court policies and approved internal controls. The incumbent will assist with other projects critical to the operation of the court.

DUTIES AND RESPONSIBILITIES:

- Assess requests for goods and services, ensuring they are allowable under limitations, restrictions, and policies. Verify that accounts have funds available for items being purchased. Prepare spreadsheets and maintain databases to track certain expenditures.
- Procure authorized supplies, equipment, services, and furnishings from government and non- government sources through new contracts, competitive bids, or existing government contracts.
- The incumbent must have a detailed understanding of the Judiciary Policy regarding Personal Property. Coordinate and respond to the court custodial officer regarding the inventory of goods and supplies, which can include providing documentation from requisitions, purchasing, shipping, and payments upon request. Coordinate and respond to requests by the court disposal officer regarding the disposal of goods in accordance with Judiciary Policy.
- Utilize an automated system to track purchases. Recommend cyclical replacement of equipment.
- Adhere to the *Guide to Judiciary Policy* regarding procurement program policies, procedures, and practices. Adhere to the court's internal control procedures and separation of duty practices.
- Review, evaluate, and verify accuracy of invoices and forward for payment.
- Identify and maintain lists of vendors and sources of supply for goods and services. Assist in the research and evaluation of suppliers based on price, quality, selection, service, support, availability, reliability, production, and distribution capabilities, as well as their reputation and history. Draft specifications, solicitations, and requests for qualifications/proposals. Research products and equipment. Draft product/equipment specifications. Assist in obtaining and reviewing competitive bids, quotes, and proposals from vendors and contractors. Discuss evaluations and review with requesters, subject matter experts, and management.
- Serve as a technical liaison between the contractor and the contracting office. Assist in the negotiation with vendors for the best price over contracted services and purchases.
- Under the guidance of a supervisor, evaluate and monitor contract performance to ensure compliance with contracted obligations. Assist with clarifying contract requirements and resolving any conflicts.
- Assist in writing and/or revising operating procedures for procurement management.
- Assist the administrative services director 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 administrative services director.

- Monitor, coordinate, and react to day-to-day facilities management issues, which may involve structures, building systems, technology, grounds, and security.
- Maintain files related to facilities management, space planning, and space and facilities projects

REQUIRED QUALIFICATIONS: To be considered for this position you must be a high school graduate, or equivalent. To qualify for the CL-26, you must have one year of specialized experience, equivalent to work at the CL-25. To qualify for the CL-25, you must have one year of specialized experience, equivalent to work at the CL-24.

SPECIALIZED EXPERIENCE: Progressively responsible clerical or administrative experience that provided knowledge of the rules, regulations practices and principles of financial administration and/or procurement; and involved the routine use of automated financial and procurement systems or other computer-based systems and applications such as word processing, spreadsheets, or databases.

PERFERRED SKILLS: The position requires good organizational and interpersonal skills, computer literacy, and attention to detail. A college or secondary degree is highly desirable. Preference will be given to those with financial and/or procurement experience.

BENEFITS: The Federal Judiciary offers a comprehensive benefits package, including paid vacation, sick leave and holidays; participation in federal health benefits, life insurance and retirement programs; supplemental dental and vision insurance, long term care plan options, flexible spending accounts and a transit subsidy program once eligibility requirements are met.

APPLICATION PROCEDURE: To be considered for this position, please submit in one PDF document a resume detailing your education and work experience and a cover letter. The cover letter must indicate the position for which you are applying, including the vacancy number, and identify how your education and/or experience relate to the duties and responsibilities of the position. Candidates must also include the vacancy number and position title in the subject field of the e-mail containing your application. Only applications submitted via email will be accepted. Applications that do not conform to the above procedures will not be considered. Only candidates selected for an interview will be contacted. Please submit your application, one PDF document containing a resume and cover letter to: DEjobs@nysd.uscourts.gov

Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. Employees of the United States District Court are not included in the government's Civil Service classification and are at-will employees. All employees are required to adhere to the Code of Conduct for judicial employees. The successful candidate for this position is subject to a background check. This position is subject to mandatory electronic funds transfer for payment of net pay.

EQUAL OPPORTUNITY EMPLOYER