



## UNITED STATES PROBATION OFFICE DISTRICT OF NEW JERSEY

### VACANCY ANNOUNCEMENT No. 2023-05

**POSITION:** Procurement Specialist

**LOCATION:** Newark, New Jersey

**LEVEL/SALARY RANGE:** CL25 – CL26 (\$53,391 - \$95,571)  
*Depending upon qualifications and experience.  
(If filled at a lower CL, may be promoted to the next  
classification level without further competition).*

**OPENING DATE:** February 27, 2023

**CLOSING DATE:** Open Until Filled

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#### **POSITION OVERVIEW:**

The United States Probation Office for the District of New Jersey is seeking a highly motivated, qualified individual for the position of Procurement Specialist. The Procurement Specialist performs activities which include preparing complicated specifications, negotiating service contracts, and preparing significant and large purchase orders. This position reports to the Budget Analyst and the Deputy Chief.

#### **REPRESENTATIVE DUTIES:**

Procures supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids, or existing government contracts. Plans and coordinates time and delivery of purchases. Checks deliveries and packing slips against orders for type, quantity, and condition. Routes supplies to requestor or inventory, as required.

Assesses requests for goods and services by ensuring that they are allowable under the *Guide to Judiciary Policy* and determines availability of funds. Issues purchase orders, prepares spreadsheets and maintains databases to track certain expenditures.

Researches suppliers based on a variety of established criteria. Maintains lists of vendors and sources of supply for goods and services.

Reviews, evaluates, verifies, and prepares invoices for payment requests.

Researches and evaluates suppliers based on price, quality, selection, service, support, availability, reliability, production, and distribution capabilities as well as reputation and history. Prepares specifications, solicitations, and requests for qualifications/proposals; researches products and equipment;

prepares product/equipment specifications. Obtains and reviews competitive quotes and proposals from vendors and contractors; discusses evaluations and reviews with requesters and subject matter experts.

Negotiates with vendors for the best price over contracted services and purchases. Coordinates with selected vendors on supply and delivery of purchased items. Monitors contract performance to ensure compliance with contracted obligations; assists with clarifying contract requirements and resolving any conflicts. Recommends cyclical replacement of accountable property.

Assists with space and facility project needs, including installation and/or removal of furniture and furnishings.

Oversees maintenance service repairs on copiers throughout the district.

Adheres to the *Guide to Judiciary Policy* and Judiciary Procurement Program Procedures on procurement practices. Adheres to the Probation Office internal control procedures.

Travels to other offices as needed.

Performs other duties as needed and as assigned.

### **QUALIFICATIONS:**

To qualify for the position of Procurement Specialist at the CL 25 level, the incumbent must be a high school graduate or equivalent, with at least one year of specialized experience equivalent to work at the CL 24. To be considered for the CL 26 level, the incumbent must also have one year of specialized experience equivalent to work at the CL 25 level.

Specialized experience includes progressively responsible clerical or administrative experience that illustrates knowledge of the rules, regulations, procedures and practices of procurement administration and involves the routine use of automated procurement systems and applications. Strong organizational and project management skills are required in order to oversee building maintenance, equipment installation, and other projects. Incumbent is required to attain Contracting Officer Certification Levels 1 and 3 and complete the required hours of continuing education course work every 2 years from the date of certification. Regular lifting of boxes in excess of 25 pounds is required. A good working knowledge of Word, Excel and Outlook is required.

### **COURT PREFERRED SKILLS:**

The candidate should be able to work both independently and with others. The candidate should possess excellent written and verbal communication skills. The ability to manage multiple priorities and being organized and detailed oriented is essential. Knowledge of JIFMS is helpful. Familiarity with the *Guide to Judiciary Policy* covering Procurement, the Court Design Guide, the Court Unit Budget Operating Plan (CUBOP) is desirable.

A bachelor's degree from an accredited college or university is highly desirable.

### **CONDITIONS OF EMPLOYMENT:**

Applicants must be U.S. citizens or eligible to work in the U.S. A background investigation including fingerprints, criminal record check, driver's record check, and credit history check will be conducted. The applicant selected for a position will be hired provisionally pending favorable suitability determination of the background investigation. Reinvestigations will be required every five years thereafter.

## **EMPLOYEE BENEFITS:**

- Up to 13 days paid vacation per year for the first three years of employment; up to 20 days per year until the 15<sup>th</sup> year of service; thereafter, 26 days per year. Sick leave earned at 4 hours per pay period (104 hours per year - 13 days).
- Participation in a tax-deferred Thrift Savings Plan (TSP) - similar to a 401k plan. Voluntary participation in the Federal Employee Health Benefits Program, Federal Employee Group Life Insurance Program, Federal Judiciary employee long-term care insurance, Flexible Spending Accounts (FSAs), the commuter benefits program, Employee Assistance Program (EAP), and work/life services.
- Up to 14 paid holidays a year.
- Mandatory electronic direct deposit of salary payment.

For more detailed information about federal court benefits, please go to:

<https://www.uscourts.gov/careers/benefits>

## **APPLICATION PROCEDURE:**

Applicants interested in this vacancy should submit a cover letter, resume and a completed AO78 Application for Judicial Branch Employment (which can be obtained from [www.uscourts.gov](http://www.uscourts.gov)) to the attention of:

Natividade Ribeiro, Human Resources Specialist  
U.S. Probation Office  
50 Walnut Street, Room 1001  
Newark, NJ 07102  
Announcement # 2023-05

Email versions are preferred and may be submitted to: [Natividade\\_Ribeiro@njp.uscourts.gov](mailto:Natividade_Ribeiro@njp.uscourts.gov).

Only complete application packets will be considered. Attachment should be submitted as a single PDF document and reference Procurement Specialist Vacancy #2023-05 in the email subject line. Due to the high sensitivity of this position, the Optional Background Questions (18-20) on the AO78 form must be answered.

## **SELECTION PROCESS:**

Applicants will receive confirmation of the receipt of application. The Probation Office will only communicate further with those individuals who will be invited for personal interviews. Only applicants who are interviewed will receive a written response regarding their application status.

All resumes will be reviewed, and a limited number of applicants will be chosen for an interview and testing. The U.S. Probation Office falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under the "Excepted Appointment" status and are considered "At-Will" employees.

The U.S. Probation Office reserves the right to amend or withdraw this announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief U.S. Probation Officer may select a candidate from the original qualified applicant pool.

THE UNITED STATES PROBATION OFFICE FOR THE DISTRICT OF NEW JERSEY  
IS AN EQUAL OPPORTUNITY EMPLOYER

Updated 3/27/2023