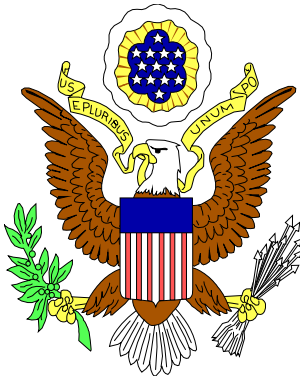




UNITED STATES PROBATION OFFICE DISTRICT OF NEW JERSEY

VACANCY ANNOUNCEMENT No. 2024-06

POSITION: Procurement Technician

LOCATION: Newark, New Jersey

LEVEL/SALARY RANGE: CL24 (\$51,003- \$82,952)
Depending upon qualifications and experience.

OPENING DATE: July 3, 2024

CLOSING DATE: Open Until Filled

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 Technician.

The Procurement Technician performs and coordinates administrative, technical, and professional work ensuring that the court unit is provided with supplies, materials, equipment, and services required for optimal functionality. The incumbent ensures compliance with appropriate guidelines, policies, and internal controls. Duties include purchasing supplies, equipment, and furnishings within a set dollar amount; and assisting with preparing purchase orders and invoice payments. The Procurement Technician may assist with procurement related projects at the direction of management.

REPRESENTATIVE DUTIES:

Serve as Level 1 Contracting Officer to procure supplies, equipment, services, and furnishings from government and non-government sources or existing government contracts. Plan and coordinate time and delivery of purchases.

Assess requests for goods and services by ensuring they are allowable under limitations, restrictions, and policies. Confirm availability of funds. Prepare spreadsheets and maintain databases to track certain expenditures.

Checks deliveries and packing slips against orders for type, quantity, and condition. Deliver and issue materials and supplies to requestors and offices throughout the district.

Prepare purchase orders, delivery orders, task orders, contracts or modifications and forward for approval.

Review and compare invoices from suppliers including supporting documentation; along with routine weekly and monthly reoccurring bills to provide to Budget Analyst to process payments.

Prepare and process Reimbursable Work Authorizations (RWAs) for tenant alteration and cyclical maintenance work.

Order repairs and oversee maintenance on office equipment.

Adhere to the *Guide to Judiciary Policy* and *Judiciary Procurement Program Procedures*.

Adhere to the court unit internal controls procedures.

Perform other duties as assigned.

QUALIFICATIONS/REQUIREMENTS:

To qualify for the position of Procurement Technician at the CL 24, Step 1 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 23. To be considered for placement above Step 1, the incumbent must have at least two years of specialized experience.

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.

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. 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:

Knowledge of JIFMS is helpful. Familiarity with the *Guide to Judiciary Policy* covering Procurement 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.

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 15th 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, and Employee Assistance Program (EAP).

- 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) to the attention of:

Natividade Ribeiro, Human Resources Specialist
U.S. Probation Office
50 Walnut Street, Room 1001
Newark, NJ 07102
Announcement # 2024-06

Email versions are preferred and may be submitted to: Natividade_Ribeiro@njp.uscourts.gov.

Only complete application packets will be considered. Attachment should be submitted as a single PDF document and reference Procurement Technician Vacancy #2024-06 in the email subject line.

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