

EMPLOYMENT OPPORTUNITY



UNITED STATES BANKRUPTCY COURT, SOUTHERN DISTRICT OF FLORIDA

Joseph Falzone
Clerk of Court
Jose Rodriguez
Chief Deputy

PROCUREMENT SERVICES TECHNICIAN Miami, FL

Vacancy Number: 2016-02

Posted: June 24, 2016

Closing date: July 15, 2016

Classification Level: CL 24

Salary Range: \$37,548 - \$61,008

Listed under Applicant Information, you will find a link to a Benefits Fact Sheet and Citizenship Requirements for Employment in the Judiciary, and instructions on How to Apply.

POSITION OVERVIEW:

The procurement services technician supports the District/Bankruptcy Clerk's Office, Chambers and Probation. Procurement services technician performs administrative and technical support related to ensuring that court units are provided the supplies and materials required to function optimally, 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 preparing purchase orders.

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 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. Assist in the setup for special events.

Maintain lists of supplies to be ordered and assist in preparing purchase orders at reorder levels and from requisitions received from court unit personnel.

Process invoices from supplier. Identify and dispose of excess property, following applicable guidelines and policies.

Assist procurement administrators 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.

Assist with coordination of maintenance of official government vehicles

Perform related office duties such as processing incoming and outgoing mail and deliveries; copying and binding forms, reports, and other documents.

Perform other duties as assigned.

REQUIREMENTS

- To qualify for the position, the candidate must have a minimum of two years of progressively responsible clerical work experience that indicates the possession of,

or the ability to acquire, the particular knowledge and skills needed to perform the duties of the Procurement Services Technician **and** one year of specialized administrative experience that provided knowledge of the rules, regulations and practices of procurement procedures.

- Excellent customer service is essential.
- Excellent time management, organizational and communication skills.
- Ability to work cohesively in a team environment.
- Solid computer skills, including proficiency in Adobe Acrobat and Microsoft Office.
- Ability to move and lift boxes and/or furniture.
- Travel to divisional offices
- High school graduate or equivalent.
- Bachelor Degree preferred.

APPLICANT INFORMATION:

Background Check: This is a Sensitive position within the judiciary. As a condition of employment, the selected candidate must successfully complete an FBI fingerprint background check. The Court will check references and current employer.

How to Apply:

Qualified applicants must submit a cover letter, Federal Judicial Branch Application for Employment (AO78), resume is optional. An incomplete AO78 application may not be accepted.

Please submit all documents only in Word or PDF, via email to: USBCHR@flsb.uscourts.gov. Applications are not accepted via facsimile. The subject should read "Procurement Technician". Only the best qualified candidates will be invited for an interview. Applicants selected for interview must travel at their own expense. Applications may be reviewed as received. Due to the number of applications expected, receipt of an application will not be acknowledged. **To access information on Citizenship Requirements, Employee Benefits, and the Federal Judicial Branch Application for Employment (AO78), please visit the court website at www.flsb.uscourts.gov, Court Information/Employment.**

The Court reserves the right to withdraw the announcement or to fill the position sooner than the closing date without prior notice.

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER