

**UNITED STATES DISTRICT COURT
DISTRICT OF CONNECTICUT
OFFICE OF THE CLERK**

VACANCY ANNOUNCEMENT

Announcement Number: 08-014

Position: Procurement Services Technician

Location: New Haven Courthouse

Position Type: Full-Time temporary, one year and one day

Salary Range: CL24 [\$36,399 - \$45,528]

Opening Date: Wednesday, 3 December 2008

Closing Date: Friday, 15 December 2008

INTRODUCTION:

The United States District Court for the District of Connecticut is accepting applications for the position of **Procurement Services Technician**. This position 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 and invoice payments.

MINIMUM REQUIREMENTS FOR THE POSITION:

- Knowledge of relevant procurement and property management procedures, guidelines, policies, practices, and protocols used within the court unit. Knowledge of the financial systems needed to enter information for payments. Knowledge of vendors and their locations. Knowledge of the inventory guidelines and automated systems used for tracking inventory. Skill in completing various forms used in the procurement process and maintaining related records.
- Knowledge of the functions and procedures of the court unit.
- Knowledge of and compliance with the Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.
- Ability to communicate effectively (orally and in writing) with individuals and groups to provide information regarding the procurement and delivery of supplies and materials. Ability to interact effectively with others, providing customer service and resolving difficulties while complying with regulations, rules, and procedures. Ability to provide and exchange accurate and timely information with individuals within and outside the court.
- Skill in the use of automated equipment including word processing, spreadsheet, and database applications, as well as databases and systems used for tracking inventory, preparing purchase orders, and other system related to procurement activities.
- High school graduate or equivalent;
- **Preferred** - Bachelor's degree from an accredited institution may be substituted for three (3) years of general experience. Master's degree in related fields or juris doctorate degree may be substituted for two (2) years of specialized experience

REPRESENTATIVE JOB RESPONSIBILITIES:

- 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 the 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. Make lists of supplies to be ordered.
- Process invoices from supplier and prepare payment vouchers. Identify and dispose of excess property, following applicable guidelines and policies. Prepare purchase orders at reorder levels and from requisitions received from unit personnel.
- Assist staff and 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.
- Perform related office duties such as processing incoming and outgoing mail and deliveries; copying and binding forms, reports, and other documents; and other similar activities.

BENEFITS:

The position falls within the Judicial Branch of the U.S. Government and includes most federal government benefits.

APPLICATIONS:

Applicants should send, **via email only**, a cover letter together with a detailed resume including all applicable educational, professional and training experience to: Judith Fitzpatrick, HR Manager, at HR_Department@ctd.uscourts.gov; **on or before Friday, 15 December 2008.**