

# UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT



## POSITION VACANCY ANNOUNCEMENT

**Vacancy #:** CAFC-25-14

**Closing Date:** Open until filled

**Position Title:** Procurement Specialist

**Grade/Salary:** CL 25 (\$55,940 -- \$69,923)  
CL 26 (\$61,603 -- \$100,097)  
Promotion up to the CL 27 may occur without further posting or competition. Salary determined by qualifications and experience as outlined below under "Required Qualifications"

**Position Location:** U.S. Court of Appeals for the Federal Circuit  
717 Madison Place, NW, Washington, DC 20439

### **About the Court**

The United States Court of Appeals for the Federal Circuit (CAFC) is unique among the thirteen Circuit Courts of Appeal. It has nationwide jurisdiction in a variety of subject areas, including international trade, government contracts, patents, trademarks, certain money claims against the United States government, federal personnel, veterans' benefits, and public safety officers' benefits claims. For additional information about our court, please visit our [public website](#).

### **Position Overview**

The Procurement Specialist performs procurement activities related to ensuring that the Court of Appeals is supplied with materials, equipment, and services required to function efficiently. This position coordinates the purchase of supplies, equipment, and services in compliance with judiciary procurement policies, procedures, and approved internal controls. The incumbent processes purchase orders, maintains vendor relationships, tracks deliveries, and ensures proper documentation of all procurement activities. The Procurement Specialist reports directly to the Procurement Supervisor.

Representative duties are intended to illustrate the major duties and responsibilities that are performed by this position. Representative duties may be adjusted, and additional duties may be added, based on the operational needs of the court. Responsibilities of the Procurement Specialist may include but will not be limited to:

- **Contracting and Procurement Management:** Serve as a contracting officer responsible for primarily purchasing consumable and automation supplies, equipment, and services. Process purchase orders for goods and services from government and non-government sources using the judiciary's financial management system. Coordinate with court financial staff to verify authorization and availability of funds prior to processing purchase requests. Ensure compliance with the Guide to Judiciary Policy, internal control procedures, local policies and procedures, and federal appropriations law. Develop and maintain

tracking systems for funds commitments, obligations, and expenditures. Track and process subscription renewals, cancellations, and transfers. Review and process travel authorizations, obligate travel funds, and approval central court travel requests.

- **Vendor and Contract Management:** Identify, evaluate, and maintain lists of vendors and sources of supply for goods and services. Research and evaluate suppliers based on price, quality, selection, service reliability, and compliance with federal procurement requirements. Coordinate with selected vendors on supply and delivery of purchased items. Track delivery of goods and services, following up on outstanding orders to ensure timely receipt. Assist with contract administration, including clarifying requirements, resolving conflicts, and monitoring vendor performance. Plan and coordinate time and delivery of purchases. Negotiate with vendors for optimal pricing on contracted services and purchases.
- **Records Management and Reporting:** Maintain comprehensive procurement documentation in compliance with judiciary and local record retention requirements and audit standards. Prepare procurement reports for management review. Document receipt of goods and services, including coordinating with property officers for tagging, inventory, and delivery for accountable property. Maintain records of procurement activities. Reconcile financial accounts related to procurement activities. Ensure separation of duty practices in procurement activities. Support internal and external audits by providing required access to information to auditors including access to financial records, files, policies, and procedures. Cooperate with auditors to demonstrate full accountability, efficient use of judiciary resources, and compliance with all requirements. Maintain confidentiality and information security and standards for all procurement records containing sensitive pricing, court, or vendor information, including adhering to confidentiality and security requirements during the solicitation process.
- **General Responsibilities:** Communicate and respond to requests from judges, chambers staff, and management about financial management, travel, procurement, and budget activities. Communicate clearly and effectively, both orally and in writing, to explain financial and travel management concepts to individuals and groups with varying experience and backgrounds. Interact effectively with vendors and staff, providing good customer service and resolving difficulties efficiently while complying with regulations, rules, and procedures. Participate in periodic audits to ensure financial management requirements are being met. Prepare required reports and gather the appropriate documentation. Assist in developing, implementing, and maintaining written procedures for assigned functions. Comply with and maintain awareness of the Guide to Judiciary Policy, applicable Administrative Office of the U.S. Courts' policies and procedures, internal controls guidelines, and all local policies and procedures. Abide by the Code of Conduct for Judicial Employees and court confidentiality requirements. Demonstrate sound ethics and good judgment. Display a careful and deliberate approach in handling confidential information in a variety of contexts.

## **Required Qualifications**

### **Education**

At a minimum, candidates must possess a high school diploma or equivalent.

### **Specialized Experience**

- **CL 25 (\$55,940 -- \$69,923):** Entry-level position. Candidates must possess at least one (1) year of specialized experience that provided the opportunity to acquire knowledge of rules, regulations, and terminology in at least one but preferably two or more of the functional areas of procurement management such as supplier sourcing, contract management, purchase order management, and vendor relations management. Alternatively, candidates may qualify by completing a bachelor's degree in accounting, finance, business administration or other related field from an accredited college or university and superior academic achievement as listed below.

- **CL 26 (\$61,603 - \$100,097):** Candidates must possess at least two (2) years of progressively responsible specialized experience that provided knowledge of rules, regulations, and terminology in at least one but preferably two or more of the functional areas of procurement management supplier sourcing, contract management, purchase order management, and vendor relations management. One year of specialized experience may be substituted by a bachelor's degree in accounting, finance, business administration or a related field from an accredited college or university and superior academic achievement as listed below.

#### Superior Academic Achievement

- An overall "B" grade point average equaling 2.90 or better of a possible 4.0; AND/OR
- Standing in the upper third of the class; AND/OR
- "3.5" average or better in the major field of study, such as Computer Science or a related field that would prepare a candidate well to perform in this position; AND/OR
- Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies.
- Completion of one academic year (18 semester or 27 quarter hours) of graduate study at an accredited college or university. A degree program in computer science, information systems, or a related field is preferred.

#### Required Competencies

- Knowledge of and experience using automated financial management and procurement systems.
- Demonstrated proficiency in procurement record-keeping, completing procurement forms, preparing procurement documents (e.g., requests for information, requests for quotation, requests for proposal, and statements of work) and proposal evaluation.
- Ability to work independently and to set priorities across multiple assignments, as well as to work cooperatively in a team environment.
- Knowledge of and experience using SharePoint Online, Microsoft Office 365, and Adobe Acrobat.

#### Preferred Qualifications

- A bachelor's degree from an accredited college or university in accounting, finance, or related field.
- Prior experience in federal judiciary or government procurement operations.
- Familiarity with federal judiciary procurement systems and procedures.
- Knowledge of federal appropriations law and practices.

#### Application Process and Information

To be considered application packages must include:

1. Cover letter of no more than two pages, wherein the applicant describes the knowledge, skills, abilities, and/or experience that would make them well qualified to fill this position.
2. Résumé outlining educational background, employment history, and other relevant information.
3. Academic transcripts for education substitutions **ONLY**.
4. Completion of the online AO-78, Federal Judicial Branch Application for Employment.
5. Completion of the online testing modules.

Once you have the cover letter, résumé, and academic transcripts (if required) (items 1, 2, and 3 above) readily accessible in PDF format, follow the link below to submit your files and complete the online AO-78 and online tests (items 4 and 5 above): <https://www.ondemandassessment.com/o/JB-BY303CMM6/landing?u=116354>

Applicants who require an exception to the online application may contact Human Resources to request an alternate method using the following email: [hr@cafc.uscourts.gov](mailto:hr@cafc.uscourts.gov). Applications submitted to this email address will not be reviewed.

### **Benefits Information**

The candidate selected for this position will be eligible for a generous federal employee benefits package which includes:

- Paid vacation and sick leave, paid parental leave, and 11 paid federal holidays per year.
- Optional participation in Federal Employees Health Benefits plans (health, dental and vision); Federal Employees Group Life Insurance; Flexible Benefits Program.
- Public transportation subsidy, on-site fitness center, Employee Assistance Program (EAP).
- Participation in the Federal Employees Retirement System (FERS). Optional participation in Thrift Savings Plan (up to 5% employer matched contributions).
- Public Service Loan Forgiveness program pursuant to the term of the ([PSLF](#)) program.
- For more benefit information visit the [Judiciary's Benefits Page](#).

### **Additional Information**

Only those applicants selected for an interview will be contacted. For in-person interviews, candidates must travel at their own expense. The court reserves the right to modify the conditions of this announcement, commence interviews immediately, withdraw the announcement, or fill the position at any time, any of which actions may occur without notice.

The position will report to downtown Washington, DC; however, limited telework may be available on an ad hoc basis and/or according to agency policy. Employees of the United States Court of Appeals for the Federal Circuit are excepted service, at-will appointments. Federal government civil service classifications or regulations do not apply. All offers of employment are provisional pending successful completion of a background check or investigation and a favorable employment suitability determination. Initial and continued appointment in this position is conditioned on a favorable moderate risk, five-year background investigation (renewed every five years). An unfavorable investigation at any point during employment may lead to removal. This position is subject to Electronic Funds Transfer (EFT) for payroll deposit.

Must be a U.S. citizen or eligible to work in the United States. Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). Under 8 U.S.C. § 1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.

The U.S. Court of Appeals for the Federal Circuit is an Equal Opportunity Employer.