



**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF WISCONSIN  
OFFICE OF THE CLERK**

**Vacancy Announcement#: 21-02**

**Procurement Specialist**

**CL-26 – CL-27 [\$49,105 - \$87,691]\***

**\*Starting salary usually in the low to middle portion of the range, based on qualifications and experience. Promotion to the higher level, budget allowing and when determined qualified, would be available without further competition.**

**Position open until filled, with preference given to applications received by May 14, 2021**

This position is in the Clerk's Office of the U.S. District Court in Milwaukee, WI, and reports to the Financial Manager. The Procurement Specialist serves as a contracting officer, and performs and coordinates administrative, technical, and professional work. The Procurement Specialist procures goods and services for both the Milwaukee and Green Bay office, including office supplies, furniture and office equipment, and contracted services.

**Representative Duties**

- Procure supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids, or existing government contracts. Plan and coordinate time and deliver of purchases.
- Research and evaluate vendors, prepare contract specifications, obtain and review bids, and negotiate the terms and conditions of contracts.
- Assess requests for goods and services by ensuring they are allowable under limitations, restrictions, and policies, as well as determining the availability of funds.
- Negotiate with vendors for the best price over contracted services and purchases. Coordinate with selected vendors on supply and delivery of purchased items. Communicate, evaluate, and monitor contract performance to ensure complete with contracted obligations; assist with clarifying contract requirements and resolving any conflicts. Recommend cyclical replacement of accountable property.
- Serve as court liaison with GSA, court staff, vendors, and contractors on assigned projects.
- Prepare purchase orders and enter obligations into the Judiciary's accounting system.
- Maintain detailed procurement files which are subject to cyclical financial audits.
- Adhere to the *Guide to Judiciary Policy* and the court's internal control process.
- Complete contracting officer training, pursuant to the Judiciary guidelines.
- Perform other duties as assigned.

**Minimum Qualification Requirements**

- At least two (2) years of progressively responsible financial and/or procurement experience which demonstrates the knowledge, skills, and abilities to successfully perform the duties of this position.
- Proficiency with a wide range of technology, including Microsoft Office applications and Adobe Acrobat.
- Ability to work both independently and collaboratively as part of a team.

- Ability to multitask and prioritize work assignments.
- Strong oral and written communication skills.
- Strong organizational skills, detail-oriented, and analytical and problem-solving skills.
- Ability to maintain confidentiality and handle sensitive financial records.
- Professionalism appropriate for a court environment.
- Attendance record and strong work ethic that indicates reliability and commitment.

Preference will be given to candidates with the following qualifications:

- Bachelor's degree from an accredited college or university, preferably in accounting, finance, business, or related field.
- Previous experience in a court or legal environment.
- Previous government financial and/or procurement experience

Federal benefits package. Applicant must be a U.S. citizen or eligible to work in the United States. The selected candidate will be subject to a background check as a condition of employment. Position will remain open until filled, with preference given to resumes received by May 14, 2021. Only candidates selected for an interview will be contacted. Submit a single PDF including (1) cover letter, (2) resume, and (3) Form AO 78, Federal Judicial Branch Application for Employment [available at [www.uscourts.gov/employment](http://www.uscourts.gov/employment)] to: [employment@wied.uscourts.gov](mailto:employment@wied.uscourts.gov)

#### THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

This court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify human resources at 414.297.3130. The decision on granting reasonable accommodations will be made on a case-by-case basis.