

UNITED STATES BANKRUPTCY COURT
Western District of Kentucky
Announcement Number 17-01



POSITION: Procurement & Financial Specialist

LOCATION: Louisville, Kentucky

STARTING SALARY: CL 27 - \$48,170 - \$78,270
CL 28 - \$57,726 - \$93,831
Starting salary will be commensurate with experience and education.
If appointed at CL-27, position has promotion potential to CL-28 without further competition.

CLOSING DATE: February 17, 2017 by 5:00 p.m. (Eastern Time)
No late applications accepted

POSITION OVERVIEW:

This position is located in the Clerk's Office of the United States Bankruptcy Court in Louisville, Kentucky. It is a shared services position, which provides support to the U.S. Bankruptcy Court and the U.S. Probation/Pretrial Office, including divisional offices in Bowling Green, Owensboro and Paducah. The incumbent maintains a Contracting Officer certification and performs a variety of duties related to procurement of goods and services, facilities management and processing of payment vouchers.

REPRESENTATIVE DUTIES:

- Procure supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids, or existing government contracts.
- Assess requests for goods and services by ensuring that they are allowable under Judiciary guidelines and determine availability of funds. Research and evaluate suppliers based on a variety of established criteria. Maintain lists of vendors and sources of supply for goods and services.
- Prepare specifications, solicitations, and requests for qualifications/proposals; research products and equipment; prepare product/equipment specifications. Obtain and review competitive bids, quotes, and proposals from vendors and contractors.
- Negotiate with vendors for the best price over contracted services and purchases. Coordinate with selected vendors on supply and delivery of purchased items. Evaluate and monitor contract performance to ensure compliance with contracted obligations; assist with clarifying contract requirements and resolving any conflicts. Recommend cyclical replacement of accountable property.
- Develop and justify annual budget needs for recurring services and other procurement contracts. Recommend cyclical replacement of accountable property.
- Establish and maintain professional relationships with suppliers. Resolve issues associated with terms and conditions of service agreements.

- Monitor, coordinate and react to day-to-day facilities management issues, which may involve structures, building systems, technology, grounds, and security.
- Maintain files related to facilities management, space planning and space and facilities projects.
- Review, verify and forward invoices for payment processing.
- Coordinate travel arrangements for staff. Review and process travel vouchers for payment.
- Process monthly payments for U.S. Trustees.
- Conduct weekly deposit of court funds.
- Serve on budget committees for court units.
- Perform other procurement and financial duties as assigned.

MINIMUM QUALIFICATIONS:

To qualify, an applicant **must** have

CL 27 Two years of specialized experience, including at least one year equivalent to work at the CL-25
or
 Completion of the requirements for a bachelor’s degree from an accredited college or university and one of the following superior academic achievement requirements:
 An overall “B” grade point average equaling 2.90 or better of a possible 4.0; Standing in the upper third of the class; 3.5 average or better in the major field of study, such as business or public administration; 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;
or
 Completion of one academic year of graduate study in an accredited university in the field of study of business or public administration or other field closely related to the subject matter of position

CL 28 Two years of specialized experience, including at least one year equivalent to work at the CL-27
or
 Completion of a master’s degree or two years of graduate study in an accredited university in the field of study of business or public administration or other field closely related to the subject matter of the position

Specialized Experience for this position is demonstrated experience directly related to the functional areas of purchasing, facilities management and/or financial management, such as contracting, budgeting, accounting, and auditing. Experience should include use of automated purchasing and/or accounting software or other computer based systems.

Candidates must also demonstrate:

- Excellent organizational skill, attention to detail and experience handling multiple tasks and projects;
- Superior oral and written communication skills;
- Demonstrated ability to work with a variety of automated systems;
- Ability to work with strict deadlines in a fast paced environment.

PREFERRED SKILLS/EXPERIENCE:

Prior federal experience with detailed knowledge of purchasing and/or accounting procedures and knowledge of automated equipment and software used in the federal judiciary is preferred, but not required.

BENEFITS:

Employees of the U. S. Court are not covered by the Office of Personnel Management's civil service classification system or regulations, and are considered "at will" employees.

Benefits available include:

- 13 days paid vacation for the first 3 years of full-time employment. Thereafter, 20 to 26 days per year dependent upon length of federal service.
- 13 days of paid sick leave per year (unlimited accumulation)
- A minimum of 10 paid holidays per year
- Federal Employees Retirement System
- Thrift Savings Plan
- Optional Federal Employee Health Benefits
- Optional Dental and Vision Benefits
- Optional Federal Employees Group Life Insurance
- Optional Flexible Spending Accounts (pre-tax accounts for health and dependent care)
- Optional Long-term Care Insurance
- Credit for prior federal government service

INFORMATION FOR APPLICANTS:

- This position is regular and full-time.
- Some overnight travel to divisional offices is required.
- Applicant must be a US Citizen or eligible to work in the United States.
- Electronic Funds Transfer (EFT) for payroll deposit is required.
- As a condition of employment, an FBI Background Check or Investigation is required.
- We will not pay relocation or interview travel expenses.
- Only the most qualified applicants will be interviewed.

HOW TO APPLY:

Submit resume, including cover letter to:

HR@kywb.uscourts.gov

Emailed documents MUST be in a PDF format for acceptance.

For additional information on the United States Bankruptcy Court and United States Probation Office, visit our web sites at www.kywd.uscourts.gov and www.kywp.uscourts.gov.

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