



Procurement Specialist

U.S. DISTRICT COURT- EASTERN DISTRICT OF VIRGINIA

WEBSITE :

www.vaed.uscourts.gov

PHONE:

703-299-3324

Announcement #:

FY 26-01R

Location:

Richmond, VA with
District travel.

Appointment:

Full-time/Permanent

Open: 10/1/2025

Priority consideration:
10/10/2025

Closes: Open until filled

SALARY RANGES

- (CL 26) \$56,240 – \$91,384
- (CL 27) \$61,770 – \$100,435
- Actual starting salary dependent upon qualifications.

POSITION OVERVIEW

The United States District Court for the Eastern District of Virginia is seeking qualified applicants for a Procurement Specialist position in Richmond, VA. This position is organized in the Administrative section of Clerk's Office with responsibilities that concentrate on procurement functions in the Richmond, Norfolk and Newport News divisions. The incumbent is responsible for procurement activities, which include the sourcing, purchasing and management of necessary supplies, furnishings, services, and equipment (including automation hardware and software for the combined District Court and Probation Office IT unit) for the Clerk's Office and Judges' Chambers. Additional duties include performing internal audits across all divisions. The incumbent must maintain a working knowledge of the guidelines, policies, procedures, and internal controls related to procurement and act as a resource to management and staff on policy compliance matters.

Regular travel to the Norfolk and Newport News divisions is necessary to identify needs. Travel to Alexandria will occasionally be required.

MINIMUM QUALIFICATIONS

Candidates must have a high school diploma or equivalent. To be considered for the CL 26, candidates must have a minimum of two years specialized experience that includes progressive responsibility in procurement functions to establish a proficiency in the policies, procedures, and best practices to manage government supplies, equipment, and services. Must be capable of obtaining required certifications for procurement and space and facilities. Candidates with 3 years of experience may be considered for the CL 27. This position will require routine travel to the Norfolk and Newport News Courthouses and occasional travel to Alexandria. Moderate lifting, climbing, and moving of equipment/furniture is required.

Bachelor's degree preferred. Government procurement experience preferred.

REPRESENTATIVE DUTIES

- Procure supplies, equipment, services, and furnishings through sole source purchases, competitive bids, or existing government contracts. Plan and coordinate time and delivery of purchases. Maintain invoices/packing slips as appropriate for procured items. Prepare specifications, solicitations, and requests for qualifications/proposals. Prepare credit card reconciliation.
- Obtain and review competitive bids, quotes, and proposals from vendors/contractors. Assess requests for goods and services, ensuring they are allowable under limitations, restrictions, and policies. Maintain lists of vendors and sources and negotiate for best cost. Serve as a liaison between contractors and the contracting office.
- Provide recommendations regarding competition threshold purchase requests for equipment, supplies, miscellaneous services, and furnishings. Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production, and distribution capabilities, as well as reputation and history. Verify availability of funds for items being purchased. Notify Budget Administrator when reprogramming funds.
- Prepares vouchers related to various expenses incurred by the court, court staff, and others performing work for the court in accordance with applicable policies and governing guidelines. Enter voucher data into accounting systems and electronic spreadsheets as necessary. Prepare and issue annual contracts for contractual court reporters and contractual court interpreters. Maintain running list database of eligible interpreters for multiple languages for district-wide use. Maintain spreadsheets and databases to track expenditures. Review, evaluate, verify, and process invoices and prepare payment requests.
- Remain generally knowledgeable of federal government facilities policies and guidelines. Adhere to the Guide to Judiciary Policy, Judiciary Procurement Program, and internal controls.
- Coordinate with IT, Courtroom Tech and Training regarding issuance of form boiler plate contracts. Review statement of work, schedule C and terms and conditions prior to solicitation or contract acceptance.
- Assist with monitoring and coordinating day-to-day facilities maintenance issues. Additional duties as assigned.

Additional Requirements:

The successful candidate will be a people- oriented professional who is responsible, friendly, organized and has the following:

- Demonstrated ability to be a self-starter, capable of problem solving, multi-tasking and prioritizing in a fast-paced environment, where attention to detail is required.
- Ability to quickly take government procurement classes, pass exams and become a certified procurement contracting officer.
- Ability to communicate clearly; possess excellent oral and written communication skills.
- Ability to work independently as well as interact with all work groups.

Priority consideration given to candidates with government purchasing experience.

Applicants with a sincere desire to serve the public are encouraged to apply.

Application Instructions: Applicants must submit a letter of interest/cover letter, resume, list of professional references, and form [AO78 Application for Employment](#) in one (1) PDF formatted document to Jobbox7@vaed.uscourts.gov with subject line: **FY26-01R Procurement Specialist**

To ensure priority consideration, applications must be received by 10/10/2025. Only applicants selected for an interview will be contacted.

CONDITIONS OF EMPLOYMENT

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the [Code of Conduct for Judicial Employees](#), which is available to applicants to review upon request.

Employees of the United States District Court are Excepted Service Appointments. Excepted service appointments are "at will" and can be terminated with or without cause by the Court.

Employees will be hired provisionally pending the results of a background investigation.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown; any of these actions may occur without any prior written or other type of notice.

**The United States District Court is
an Equal Opportunity Employer**

BENEFITS

- **A generous benefits package is available and includes:**
- **A minimum of 11 paid holidays per year**
- **Paid annual leave**
- **Paid sick leave**
- **Retirement benefits**
- **Optional participation in the Thrift Savings Plan**
- **Optional participation in choice of Federal Employees' Health Benefits**
- **Optional participation in the choice of Supplemental Dental and Vision Insurance**
- **Optional participation in choice of Federal Employees' Group Life Insurance**
- **Optional participation in the Flexible Benefits Program**
- **Optional participation in Long- Term Care Insurance**
- **Optional participation in private long-term disability plan**
- **Situational telework authorized**
- **Credit for prior government service**