

UNITED STATES DISTRICT COURT - EASTERN DISTRICT OF VIRGINIA

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JOB OPPORTUNITY NUMBER: FY 22-036

POSITION: Procurement and Facilities Specialist

LOCATION: Richmond, VA

OPENING DATE: August 17, 2022

CLOSING DATE: September 4, 2022

CLASSIFICATION LEVEL / STARTING SALARY: CL27 / \$54,991 - \$89,374

Actual starting salary dependent upon experience and qualifications.

SUMMARY

The Clerk's Office of the U.S. District Court for the Eastern District of Virginia is comprised of over 100 professional staff providing administrative and operational support to more than 25 federal judges located across four geographical divisions. The District enjoys a friendly and talented staff, an interesting and evolving workload, and excellent agency relationships across all branches of the U.S. Government.

POSITION OVERVIEW

This position is organized in the Administrative section of the U.S. District Court Clerk's Office with responsibilities that concentrate on procurement functions and facilities coordination in the Richmond, Norfolk, and Newport News divisions of the Eastern District of Virginia. The incumbent will primarily perform procurement activities, which include the sourcing, purchase, and management of necessary supplies, furnishings, services, and equipment (including automation hardware and software) for the Clerk's Office and judges' chambers. Additional duties include coordinating operations and maintenance requirements with the General Services Administration (GSA) for the Richmond division, drafting project specifications, and advising managers and judges on local facilities matters. The incumbent must have 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.

Travel – Some limited travel to the Norfolk and Newport News divisions may be necessary to identify needs and support deliveries and moves.

Telework – Situational telework may be available per policy at the discretion of the Court.

DUTIES AND RESPONSIBILITIES

- Assess requests for goods and services, ensuring they are allowable under limitations, restrictions, and policies. Verify availability of funds for items being purchased.
- Provide recommendations regarding competition threshold purchase requests for equipment, supplies, miscellaneous services, and furnishings.
- Maintain lists of vendors and sources of supply for goods and services. Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production, and distribution capabilities, as well as reputation and history.
- Procure supplies, equipment, services, and furnishings through sole source purchases,

competitive bids, or existing government contracts.

- Plan and coordinate time and delivery of purchases. Receive deliveries and maintain invoices/packing slips as appropriate for procured furniture and equipment items.
- Prepare spreadsheets and databases and utilize automated systems to track expenditures.
- Review, evaluate, verify, and process invoices and prepare payment requests.
- Maintain the record inventory listing of accountable property in accordance with local policy, and conduct inventory reconciliation. Ensure the redistribution/disposition of excess equipment and furnishings is consistent with existing guidelines.
- Adhere to the Guide to Judiciary Policy, Judiciary Procurement Program, and internal controls.
- Monitor, coordinate, and react to day-to-day facilities maintenance issues.
- Identify and recommend tenant alteration and cyclical maintenance projects on a recurring basis, to include historical carpet, painting, and wallcovering replacement.
- Prepare specifications, solicitations, and requests for qualifications/proposals. Obtain and review competitive bids, quotes, and proposals from vendors/contractors.
- Negotiate with vendors for best cost. Coordinate with selected vendors for service delivery. Serve as a liaison between contractors and the contracting office.
- Participate in project meetings as a representative of Court managers. Assist with clarifying contract requirements and resolving conflicts. Prepare progress reports.
- Schedule and coordinate department, division, staff, and judge moves. Coordinate all IT and security systems requirements for assigned move projects.
- Maintain general files related to space planning, moves, large furniture acquisitions, etc.
- Remain generally knowledgeable of federal government facilities policies and guidelines.

CONDITIONS OF EMPLOYMENT

- Employees must be United States citizens or eligible to work in the United States.
- Employees will be hired provisionally pending the results of a background investigation.
- Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).
- Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit.
- Positions with the United States District Court Clerk's Office are **Excepted Service** appointments. Excepted service appointments are at will and can be terminated with or without cause by the Court.
- In response to the COVID-19 pandemic, the following policies have been established under General Orders 2021-11, 2021-12, 2021-15, and 2022-02:
 - Employees must complete an attestation form addressing their vaccination status;
 - Employees who are not fully vaccinated, elect not to disclose their vaccination status, or are granted a medical or religious exemption must be tested for COVID-19 one time per week and provide the test results to a court representative; and
 - Employees have been required to wear masks at various times during the pandemic depending upon their vaccination status and local pandemic conditions.

EDUCATION

Applicants must possess a high school diploma, or equivalent. A college degree is preferred.

QUALIFICATIONS

Applicants must have a minimum of three years of 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. Some experience with space and facilities systems and/or project management processes is preferred.

Other Requirements: The incumbent must be detail-oriented and possess strong interpersonal, organizational, customer service, and problem-solving skills; able to communicate accurately, effectively, and timely with colleagues, senior executives, and stakeholders; and skilled in the use of automated systems and software, including word processing, spreadsheets, and databases.

BENEFITS

A generous benefits package is available and includes:

- Paid annual leave (13-26 days, depending on federal service accrued)
- Paid sick leave (13 days)
- Paid holidays (11 days)
- Retirement benefits including immediate matching contributions in the Thrift Savings Plan
- Optional participation in Federal Employees' Health Benefits, supplemental Dental and Vision Insurance, Federal Employees' Group Life Insurance, Long-Term Care Insurance, and private Long-Term Disability Plans
- Optional participation in the Commuter Benefit Program

APPLICATION INFORMATION

Interested applicants must submit four (4) items combined into a single PDF:

- 1) a cover letter;
- 2) a resume;
- 4) a list of professional references; and
- 3) a completed Federal Judicial Branch [Application for Employment \(AO 78\)](#).

Submit materials electronically to jobbox5@vaed.uscourts.gov. Hard copy and faxed copies of applications will not be accepted.

Only applicants who are selected for an interview will be contacted.

The United States District Court is an Equal Opportunity Employer.