

UNITED STATES DISTRICT COURT

Southern District Of California

San Diego, California

Phone: (619) 557-6152 Fax: (619) 702-9911

www.casd.uscourts.gov

Procurement Assistant

Vacancy Announcement #09-05

POSITION:	Procurement Assistant
CLOSING DATE:	April 24, 2009, or until filled
STARTING SALARY:	Grade CL-25 — \$40,415-\$50,547
LOCATION:	San Diego, California

INTRODUCTION: The United States District Court for the Southern District of California is accepting applications for the position of Procurement Assistant. This position is located in the Clerk's Office and reports to the Facilities and Procurement Supervisor. The incumbent will provide property, procurement, and facilities support to the Court and Clerk's Office.

REPRESENTATIVE DUTIES: Responsible for procuring supplies, equipment, services, furnishings, facility support services, and maintaining property inventories for the Court and Clerk's Office. Responds to customer service requests via automated help desk and telephone, contacts vendors, prepares bids, creates purchase orders, and checks & receives deliveries. Coordinates furniture moves and repair projects throughout the Clerk's Office and courthouse. Acts as a resource for monitoring the expenditures of accounts maintained by the procurement section. Other duties as assigned.

QUALIFICATIONS: A minimum of two years of specialized experience with office property and procurement is required. Specialized experience is defined as progressively responsible clerical experience requiring the regular and recurring application of clerical procedures, involving the routine use of keyboard skills and use of specialized terminology, and demonstrating the ability to apply a body of rules, regulations, directives, or laws, such as those that might be found in a law office, banking firm, insurance company, real estate office, or in a court in the judicial system. Applicants must be able to lift up to 70 pounds to be considered for this position. A four-year degree is preferred.

SKILLS: Excellent customer service skills are required. Ability to manage multiple priorities in a busy office environment is essential. Must possess strong verbal and written communication skills. Must be computer and keyboard proficient with knowledge of Microsoft applications. Knowledge of Federal Acquisition Regulations (FAR) is preferred, as is Court experience.

ELIGIBILITY OF NON-CITIZENS: Eligibility for employment will be dependent on applicant's exemption from legal restrictions on the use of appropriated funds to pay citizens of certain countries and the applicant's eligibility to be employed in the United States under immigration law.

REQUIRED CLEARANCES: Successful applicants will be required to submit to a background clearance which includes fingerprinting and a credit check.

INCENTIVES/BENEFITS: Benefits include 13-26 days of annual leave, 13 days of sick leave, 12 paid holidays per year, a flexible work schedule, matching Thrift Savings Plan, pre-tax programs (health, dependent care and transportation), and insurance plans (i.e., health, life, disability, and long-term care), car-pooling options and a transportation subsidy.

APPLICATION PROCESS: Qualified candidates must submit a cover letter with resume that includes their name, address, telephone number, country of citizenship, education, and work and salary histories. Please also provide a minimum of three references with contact information. All application materials should be sent to:

W. Samuel Hamrick, Jr.
Clerk of Court
Attn: HR #09-05
880 Front Street, Suite 4290
San Diego, CA 92101

e:mailed to: casd_hr@casd.uscourts.gov (PDF format preferred)

Preference will be given to applicants who submit application materials before 4:30 p.m., Friday, April 24, 2009.

[Click here](#) for more information about working for the Judiciary.

DISCLOSURES

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

Only qualified applicants will be considered for this position. Employees of the U.S. District Court serve under “Excepted Appointments” and are considered “at will” employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Participation in the interview process will be at the applicant’s own expense and relocation expenses will not be provided.

The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit).

In cases where the applicant is a **non-citizen** of the United States, eligibility for employment will be dependent on whether the applicant is exempt from legal restrictions on the use of appropriated funds to pay citizens of certain countries. The Court is prohibited from using appropriated funds to pay federal employees whose post of duty is in the continental United States unless they are United States Citizens or meet one of limited exceptions to this prohibition. This includes being a citizen of a country that is “allied with the United States in a current defense effort” and, under limited conditions, citizens of certain other countries. See 5 U.S.C. § 3101. Therefore, the eligibility of any non-citizen will be verified prior to an interview.

Pursuant to the Immigration and Reform Act of 1986, selection is contingent upon providing proof of being legally eligible to work in and for the United States. Examples of acceptable documentation include a U.S. Passport, original or a certified birth certificate issued by a state, country or municipal authority; a certificate of U.S. Citizenship, Alien Registration Card; and an authorized photo identification such as a state drivers’ license, school identification card, or U. S. Military identification card.

If selected for first time appointment to a position, you may be required to complete an initial performance probationary period. Failure to successfully complete the probationary period may result in termination of employment.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER