UNITED STATES DISTRICT COURT

Southern District Of California
San Diego, California
Phone: (619) 557-2959 Fax: (619) 702-9911
www.casd.uscourts.gov

POSITION: **Procurement Assistant**
SALARY: **CL 25 ($47,344 - $59,210 DOE)**
CLOSING DATE: **September 2, 2020, or until filled**
LOCATION: **San Diego, California**
VACANCY NO.: **20-21**

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 will report 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 assisting in the process of procuring supplies, equipment, services, furnishings, facility support services from government and non-government sources, including contacting vendors, requesting quotes, creating bid analyses, creating purchase orders in the automated financial system.
- Plans and coordinates time and delivery of purchases.
- Adhere to the Guide to Judiciary Policy, including Volume 14. Adhere to the court's internal control procedures.
- Assess requests for goods and services by ensuring that they are allowable under limitations, restrictions and policies, as well as determining the availability of funds.
- Prepares spreadsheets and maintain databases to track certain expenditures.
- Responds to customer service requests via automated help desk and telephone.
- Coordinates and assists with furniture moves and repair projects throughout the Clerk's Office and courthouses.
- Other duties as assigned.

QUALIFICATIONS: To be placed at step 1, a minimum of 1 year of specialized experience equivalent to work at CL-25 is required. To be placed above a step 1, an applicant must either possess job-related court-preferred skills or a total of three years of specialized experience equivalent to the lower CL-25 level.

Specialized experience is defined as progressively responsible clerical or administrative experience that provides knowledge of the rules, regulations, procedures and practices of office property and procurement and involves the routine use of automated procurement systems or other computer based systems such as word processing, spreadsheets or database applications. 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.

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, 10 paid holidays per year, a flexible work schedule, immediate 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, resume, and AO 78 that includes their name, address, telephone number, country of citizenship, education, and work history. Please also provide a minimum of three references with contact information. All application materials can be submitted at www.casd.uscourts.gov.

Preference will be given to applicants who submit application materials before 4:30pm, Wednesday, September 2, 2020.

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. At the discretion of the Clerk of Court, more than one candidate may be selected from the applicants who respond to this announcement. 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 applicants 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).

Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below.

Under 8 U.S.C. §1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.

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