



## United States Court of International Trade

One Federal Plaza  
New York, NY 10278-0001  
[www.cit.uscourts.gov](http://www.cit.uscourts.gov)

Job Announcement Number: 21-02  
Opening Date: February 3, 2021

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### VACANCY ANNOUNCEMENT

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<b>JOB TITLE:</b>	Procurement Specialist
<b>SALARY RANGE:</b>	\$49,394 - \$80,263 (CL 25) Salary will commensurate with qualifications and experience.
<b>CLOSING DATE:</b>	Open Until Filled To ensure first consideration, submit applications by February 24, 2021.

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#### POSITION OVERVIEW

The U.S. Court of International Trade located in New York City, New York, is seeking qualified applicants for the full-time position of Procurement Specialist.

The Procurement Specialist performs and coordinates administrative, technical, and professional work related to ensuring that the Court is supplied with the materials, equipment, and services required to function optimally, including ensuring compliance with the appropriate guidelines, policies, and approved internal controls. The Procurement Specialist purchases supplies, equipment, and furnishings and maintains service contracts. The incumbent also assists with attorney admissions, cashiering, and issuance of Facility Access Cards.

#### REPRESENTATIVE DUTIES

- Procure supplies, equipment, services, and furnishings from government and nongovernment sources through new contracts, competitive bids or existing government contracts. Plan and coordinate time and delivery of purchases.
- Assess requests for goods and services by ensuring that they are allowable under limitations, restrictions, and policies, as well as determining availability of funds. Review accounting records of each functional allotment and reconcile accounts. Ensure that accounts have funds available for items being purchased. Prepare spreadsheets and maintain databases to track certain expenditures.
- Review incoming invoices for goods and services purchased by the Court and process them for payment. Obtain proof of receipt from purchase requestors and maintain documentation records.
- Adhere to the *Guide to Judiciary Policy*, including Volume 14 (Procurement). Adhere to the court unit's internal control procedures.
- Support the Court's attorney admissions process. Prepare purchase requests and supporting documentation for purchases using attorney admissions funds. Communicate with attorneys and other stakeholders, process admissions applications, receipt incoming funds. Respond to inquiries regarding the admissions process, status of admissions, and other requests regarding attorney admissions. Provide communication and administrative support for periodic admissions renewal.
- Process incoming payments received via mail and over the counter. Interact with public customers to receive payments and provide receipt. Reconcile payments received by mail with the Mail Clerk.
- Facilitate the needs of the Administrative Services section by providing support for the issuance of Facility Access Cards, scheduling the use of Court Facilities, and providing support for periodic audits and internal control assessments.
- Perform other duties as assigned.

#### QUALIFICATIONS

The successful candidate must have a bachelor's degree with at least two years of specialized experience. Specialized experience is progressively responsible clerical or administrative experience that is in, or closely related to, the work of the position and which has demonstrated the particular knowledge, skills, and abilities to successfully perform the duties of the position and involves the routine use of automated procurement systems or other computer based systems such as spreadsheets, word processing or database applications.

The candidate must have:

- Strong interpersonal/verbal and written communication skills. Ability to communicate effectively with others, provide excellent customer service and resolve issues while complying with regulations, rules, and procedures.
- Good computer skills, including proficiency in Excel and Word. Knowledge of automated systems used for preparing purchase orders and related procurement activities.
- Ability to maintain confidentiality and consistently demonstrate sound ethics and judgement.
- Excellent organizational skills and attention to detail.
- Ability to attain the Contracting Officer Contracting Program certification upon hire.
- Ability to lift and move boxes and equipment weighing up to 20 pounds.

Knowledge of the Judiciary Integrated Financial Management System (JIFMS) is a plus.

## **BENEFITS**

The Judiciary offers a comprehensive benefits package that includes, in part, paid holidays, paid vacation and sick leave, life insurance, health benefits, long-term care insurance, flexible benefit programs, Federal Employees' Retirement System, and Thrift Savings Plan. For more information about the major benefits offered to most federal employees, [click here](https://www.uscourts.gov/careers/benefits) or go to: <https://www.uscourts.gov/careers/benefits>.

In addition, the Court offers public transportation subsidy (TransitChek), employee recognition program, and access to the fitness center.

## **OTHER INFORMATION**

- Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship.
- Applicants selected for interviews must travel at their own expense.
- The selectee is subject to a background check and/or investigation and subsequent favorable suitability determination.
- The selectee to a high-sensitive position is subject to an updated background investigation every five years.
- Federal court employees are appointed under the excepted service.
- Employees are required to adhere to the Code of Conduct for Judicial Employees which is available for applicants to review on the [US Courts website](https://www.uscourts.gov).
- Employees are required to use Electronic Funds Transfer (EFT) for payroll direct deposit.
- The federal courts are Equal Employment Opportunity Employers.

## **HOW TO APPLY**

Submit an application package by email to [Human\\_Resources@cit.uscourts.gov](mailto:Human_Resources@cit.uscourts.gov). It must include the following:

1. a cover letter detailing relevant experience and how you satisfy the qualifications for the position;
2. a résumé; and
3. an [Application for Judicial Branch Federal Employment](https://www.uscourts.gov) (AO 78). The AO78 Form is available on the U.S. Courts website at [www.cit.uscourts.gov](https://www.cit.uscourts.gov).

The required documents should be sent as a single PDF attachment. Include the title of the position and vacancy announcement number in the subject line of the email. Applications received by February 24, 2021 will receive first consideration.

Failure to submit a complete application will not be considered. Only applicants selected for an interview will be notified. All application information is subject to verification. The Court reserves the right to modify, withdraw, or fill the vacancy announcement at any time, any of which actions may occur without prior written or other notice.

The United States Court of International Trade is an Equal Opportunity Employer