

UNITED STATES DISTRICT COURT FOR THE DISTRICT OF NEVADA



VACANCY ANNOUNCEMENT

Position: Career Opportunity #14-NV-13
Procurement Specialist
Full-Time Position with benefits

Salary: CL 27 (\$46,365 to \$57,982 for steps 1 to 25, \$58,466 to \$75,407 for steps 26 to 61) depending on qualifications and experience

Opens: August 12, 2014
Closes: September 2, 2014

Location: Las Vegas or Reno, Nevada (please specify preference in cover letter)

Position Overview:

A Procurement Specialist performs and coordinates administrative, technical, and professional work related to ensuring that court units are supplied with the materials, equipment, and services required to function optimally, including the compliance with the appropriate guidelines, policies, and approved internal controls. Duties include procuring supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids or existing government contracts and plans and coordinates delivery of purchases. Will review, evaluate, verify, and process invoices and prepare payment requests. Oversees the inventory listing of property and conducts inventory reconciliations. Coordinates and manages building and space related issues and identifies services needed to keep court space in good repair.

Qualifications:

Applicant must have two years of specialized experience with one year equivalent to work at CL-25 or a bachelor's degree from an accredited university to be placed at step 1 or two years of specialized experience equivalent to work at CL-25 to be placed at steps 2 through 25. Must possess strong organizational, analytical, verbal and written communication skills, provide excellent customer service and resolve difficulties. Skill in

the use of automated equipment including word processing, spreadsheets, and database applications, as well as financial systems, databases and systems used for tracking inventory, preparing purchases orders, and other systems related to procurement activities is required. This position requires the ability to lift boxes and move furniture and equipment.

To Apply:

Please submit a detailed resume and cover letter postmarked no later than Tuesday, September 2, 2014, to:

United States District Court
333 Las Vegas Blvd. South, Room 1334
Las Vegas, NV 89101
Attn: Human Resources

The U.S. District Court for the District of Nevada is an Equal Opportunity Employer. Employees of the Court are excepted service appointments and considered at-will with no coverage by federal civil service classifications or regulations and can be terminated with or without cause. All judiciary employees are required to adhere to the Judicial Code of Conduct. Applicants must be U.S. citizens or eligible to work in the United States. New employees are subject to a background check including fingerprinting and employment will be considered provisional until the background check is complete. This position requires mandatory electronic fund transfer for payment of net pay. Participation in the interview process will be at the applicants own expense and relocation expenses will not be provided. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without other notice.