

**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF TEXAS**

**Position: Procurement Specialist**  
Announcement Number: 2023-17  
Location: Tyler, Texas  
Grade Range: CL 26 - 27  
Salary Range: \$50,316 - \$89,867  
depending upon qualifications



U.S. District Clerk's Office  
Human Resources  
211 W. Ferguson Street  
Tyler, TX 75702  
Opening Date: July 5, 2023  
Closing Date: Open until filled.

**NOTICE OF VACANCY**

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The United States District Clerk's Office for the Eastern District of Texas is a public service organization focused on providing exceptional customer service to the court, members of the legal community and the general public. Currently, we are seeking a highly motivated and experienced individual to serve as a **Procurement Specialist**. There are seven Clerk's Offices within the Eastern District of Texas: Beaumont, Lufkin, Marshall, Plano, Sherman, Texarkana, and Tyler.

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**POSITION OVERVIEW AND DUTIES:**

The Procurement Specialist position is located in the Tyler Clerk's Office and reports to the Administrative Services Manager. The incumbent procures goods and services for all seven locations, including office supplies, furniture, office equipment, IT equipment, supplies and services, and miscellaneous contracted services. Representative duties include:

- Procure supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids, or existing government contracts. Plan and coordinate time and delivery of purchases.
- Research and evaluate vendors, prepare contract specifications, obtain, and review bids, and negotiate the terms and conditions of contracts.
- Assess requests for goods and services by ensuring they are allowable under limitations, restrictions, and policies, as well as determining the availability of funds.
- Negotiate with vendors for the best price over contracted services and purchases. Coordinate with selected vendors on supply and delivery of purchased items. Communicate, evaluate, and monitor contract performance to ensure complete with contracted obligations; assist with clarifying contract requirements and resolving any conflicts. Recommend cyclical replacement of accountable property.
- Serve as court liaison with GSA, court staff, vendors, and contractors on assigned projects.
- Prepare purchase orders and enter obligations into the Judiciary's accounting system.
- Maintain detailed procurement files which are subject to cyclical financial audits.
- Adhere to the *Guide to Judiciary Policy* and the court's internal control process.
- Complete contracting officer training, pursuant to the Judiciary guidelines.
- Receive deliveries and verify against packing slips, invoices, and purchase orders. Enter and update information on purchase orders and inventory into automated databases.
- Assist in conducting physical inventory of accountable property.

- Assist in developing documentation for department use.
- Assist with internal controls compliance, annual self-assessments, and cyclical audits, including auditor document requests and submissions.
- Same day and/or overnight travel to divisional offices may be required.
- Increasing levels of responsibility and duties will be assigned based upon demonstrated abilities and positive performance evaluations.
- Perform other duties as assigned.

**MANDATORY QUALIFICATIONS:**

- At least two (2) years of progressively responsible financial and/or procurement experience which demonstrates the knowledge, skills, and abilities to successfully perform the duties of this position.
- Proficiency with a wide range of technology, including Microsoft Office applications and Adobe Acrobat.
- Ability to work both independently and collaboratively as part of a team.
- Ability to multitask and prioritize work assignments.
- Strong oral and written communication skills.
- Strong organizational skills, detail-oriented, analytical, and problem-solving skills.
- Ability to maintain confidentiality and handle sensitive financial records.
- Professionalism appropriate for a court environment.
- Attendance record and strong work ethic that indicates reliability and commitment.

Preference will be given to candidates with the following qualifications:

- Bachelor’s degree from an accredited college or university, preferably in accounting, finance, business, or related field.
- Previous experience in a court or legal environment.
- Previous government financial and/or procurement experience
- Knowledge of court processes and Judiciary Guidelines helpful, but not required.

**BENEFITS AND HIRING POLICIES:**

The U.S. District Court falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under “Excepted Appointment” and are considered “at-will” employees. As such, employment may be terminated by either the employer or the employee with or without cause. Federal Civil Service classifications/regulations do **not** apply; however, court employees are entitled to similar benefits as other federal employees. These benefits include participation in the Federal Employees’ Retirement System which contributes to the Social Security Retirement Program, the Federal Employees’ Health Benefits Program, Federal Employees’ Group Life Insurance Program, Thrift Savings Plan (similar to a 401k plan with employer matching contributions), paid holidays and annual/sick leave accrual. See the United States Courts website for an overview of [Federal Judiciary benefits](#).

**CONDITIONS OF EMPLOYMENT:**

Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. The selected candidate will be subject to a background check as a condition of employment and will be hired provisionally pending successful completion of the

background check. Unsatisfactory results may result in termination of employment. Court employees are required to adhere to the *Code of Conduct for Federal Judicial Employees*. This position is subject to mandatory electronic funds transfer for payroll direct deposit.

**HOW TO APPLY:**

Qualified applicants should send a cover letter (including a narrative statement of your background), a Judicial Branch Federal Employment (AO 78) application with Optional Background Information (questions 18, 19, and 20 completed), and a resume. The cover letter should be addressed to:

Diana Velez, Human Resources Manager  
William M. Steger Federal Building and United States Courthouse  
211 West Ferguson Street, Room 106  
Tyler, Texas 75702

An application form can be obtained on our web page at: [www.txed.uscourts.gov](http://www.txed.uscourts.gov). All documents should be submitted as a **single pdf** with the reference number (2023-17 Procurement Specialist) in the subject line via e-mail to: [hr@txed.uscourts.gov](mailto:hr@txed.uscourts.gov).

Incomplete applications will not be considered. Applications will be screened for qualifications and only the most qualified applicants will be contacted and selected for a personal interview. Skill and knowledge testing may be administered to candidates who progress beyond the initial interview process. Expenses associated with interviews or relocation will not be reimbursed.

*The United States District Court Is an Equal Opportunity Employer.*