

*******CAREER OPPORTUNITY*******



**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF GEORGIA**

VACANCY ANNOUNCEMENT

Position Title: Procurement Services Technician/Deputy Clerk

Location: Savannah, Georgia

Closing Date: August 12, 2016

Starting Salary/Range: \$35,470- \$44,335 (CL 24)*

Position Announcement No. 16-06

* Salary commensurate with qualifications

POSITION OVERVIEW

Procurement services technicians perform administrative and technical support related to ensuring that court units are provided the supplies and materials required to function optimally, in accordance with court policies and approved internal controls. Duties involve assisting with procurement and inventory activities through accurate record keeping and tracking; receiving, checking, and delivering ordered supplies and materials; and assisting with preparing purchase orders and invoice payments. The individual selected for this position must have a good knowledge and skill using Microsoft Word and Excel.

The individual selected for this position will be required to perform, but not limited to, the following duties:

- Receive purchased supplies and check deliveries against packaging slips. Check deliveries and invoices against purchase orders for type, quantity, and condition. Enter and update information

on purchase orders and inventory into automated databases. Issue and deliver materials and supplies to requesting offices.

- Tag furniture and other office materials for the purpose of tracking inventory. Move, set up, and examine furniture and equipment; report maintenance and repair problems to the General Services Administration.
- Assist with records management by filing, scanning, and maintaining documents. Assist with asset inventory, using both manual and automated inventory tracking tools. Make lists of supplies to be ordered.
- Process invoices from supplier and prepare payment vouchers. Identify and dispose of excess property, following applicable guidelines and policies. Prepare purchase orders at reorder levels and from requisitions received from unit personnel.
- Assist procurement specialists or supervisors with follow-up to vendors and customers, such as clarifying or expediting orders. Maintain a variety of logs and databases. Obtain quotes from vendors for supplies, furniture, and services.
- Perform related office duties such as processing incoming and outgoing mail and deliveries; copying and binding forms, reports, and other documents; and other similar activities

BENEFITS

Employees of the U.S. District Court are not classified under Civil Service, but are entitled to similar benefits. These benefits include participation in the Federal Employees Retirement system, health and life insurance programs, holiday and leave accrual, and the Thrift Savings Plan. All employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

INFORMATION FOR APPLICANTS

Due to the volume of applications usually received, only qualified applicants will be invited for personal interviews. The best suited applicant will be selected. Employees of the United States Court are "AT WILL" employees. All employees are required to adhere to a Code of Ethics and Conduct. A background check will be conducted prior to a final employment offer. The conditions of this announcement are subject to modification without further advertising.

Qualified applicants may send resumes to:

U.S. District Court
Human Resources Administrator
P.O. Box 8286
Savannah, Georgia 31412

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