

Federal Public Defender for the Western District of Pennsylvania

Procurement Specialist

Posted: June 14, 2024

Closes: July 7, 2024, or until filled

Position Announcement # 2024-11

The Federal Public Defender for the Western District of Pennsylvania is accepting applications for the position of Procurement Specialist to be stationed in the Pittsburgh office, with the opportunity for some remote work. The Federal Public Defender operates under authority of the Criminal Justice Act, 18 U.S.C. 3006A, to provide defense services in federal criminal cases and related matters by appointment from the court to individuals unable to afford counsel. The selected candidate will join the administrative team to support 50+ employees in two divisional offices. The position uses critical thinking to accomplish the duties noted below and other duties as assigned.

Job Description: The Procurement Specialist performs a wide variety of administrative duties, primarily providing assistance and advice to the Defender, Administrative Officer and/or Staff in all aspects of property and procurement. The Procurement Specialist is required to acquire and maintain knowledge of current policies and requirements provided by the *Guide to Judiciary Policy*, GSA rules and regulations, local office policy, and applicable state and federal statutes.

General areas of responsibility include serving as contracting officer to procure case-related expert services, supplies, general services, furniture and equipment from government and non-government sources through competitive bids, existing contracts, or new contracts. The Procurement Specialist will serve as the liaison to vendors, research any discrepancies or problems encountered with service requests, process purchase orders and invoices as authorized. They will maintain purchasing records and reports and provide staff training as necessary.

The Procurement Specialist will assist the Administrative Officer in developing or improving a system of internal controls to assure the proper separation of duties, maintain contracting officer certifications through the Administrative Office of U.S. Courts, will work alongside the Custodial Officer to provide purchase records to ensure accuracy of the office's master property list and reports, as well as other duties as assigned.

Qualifications: To qualify for the position, an applicant must be a high school graduate or equivalent and have at least three years of general experience and two years of experience in the area of procurement. A college degree is preferred and may be substituted for some of the required experience. All candidates must be proficient with the use of a personal computer, with an emphasis in Microsoft Office (especially Excel and Outlook), Adobe, and have experience with financial databases.

A successful candidate must demonstrate the ability to research, comprehend, and apply complex regulations or policy guidelines, maintain a keen attention to detail, provide excellent communication and interpersonal skills, and possess mature judgment.

Salary and Benefits: Starting salary will be within the range of \$61,999 - \$116,879, commensurate with the experience and qualifications of the applicant within federal guidelines. This position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The position offers federal government employment benefits including health and life insurance, retirement (FERS-FRAE) and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

Commitment to Diversity, Equity and Inclusion. Our office values diversity, is committed to equity and inclusion, and aspires to create a culture of mutual respect, collaboration, openness, and humility that honors the people we represent. We believe representation is better when members of the defense team have diverse backgrounds and experiences. We seek employees who share this belief and commitment. We embrace the unique contributions our employees can bring to the FPDO because of their backgrounds, social identities, and lived experiences. We are interested in applicants' talent, intelligence, dedication, and persistence, and desire to see that all people are treated fairly and respectfully. The FPDO seeks applications from a diverse group of qualified individuals in terms of race, ethnicity, nation of origin, culture, sex, gender identity and expression, sexual identity, education, opinions, age, languages spoken, veteran status, disability, religion, and socioeconomic circumstance. We especially encourage applications from members of the BIPOC community, people affected by the criminal legal system, and people from other underrepresented and historically marginalized groups.

How to Apply: Qualified persons may apply by submitting a single Adobe pdf file which includes (1) a cover letter briefly stating your experience as it relates to the skills listed above, and (2) a current resume. Please submit to the following email: paw_employment@fd.org using the subject line "2024-11". This position is open until filled.

This Office is an Equal Opportunity Employer.
One or more positions may be filled from this announcement.
Only those applicants selected for an interview will be contacted.
Hiring for this position is dependent upon availability of funding.
No telephone calls please.