



Facilities and Procurement Specialist

Vacancy Announcement #KC25-25

Position Title: Facilities and Procurement Specialist
Position Type: Full-Time, Permanent
Location: Kansas City, Kansas
Open Date: December 12, 2025
Closing Date: Open until filled
Starting Salary Range: CPS CL 26/1 to CL 27/61: \$54,718 to \$97,716, based upon [CPS Guidelines](#)

POSITION OVERVIEW

The U.S. District Court for the District of Kansas is seeking a Facilities and Procurement Specialist to support the Space, Contracting, and Purchasing needs of the District Court and the Probation Office. The position works with judges and staff on space improvement projects, purchasing, travel, and other financial processes. This position is a member of the Finance team which works together to improve processes, educate staff, anticipate and adjust to policy and process updates, work with auditors, and meet federal regulatory and internal control requirements.

REPRESENTATIVE DUTIES:

- Monitor and oversee space and facilities project work. Assess, document, prioritize, and respond to project problems. Participate in project or construction meetings.
- Monitor, coordinate, and react to day-to-day facilities management issues, which may involve structures, building systems, technology, grounds, and security. Communicate with building managers and staff about facilities issues.
- Maintain files related to facilities management, space planning, and space improvement projects.
- Procure authorized supplies, equipment, services, and furnishings from government and non-government sources through new and existing contracts, and competitive bids.
- Utilize an automated system to track purchases.
- Review, evaluate, and verify accuracy of invoices for payment.
- Identify and maintain lists of vendors and sources of supply for goods and services and equipment.
- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production, and distribution capabilities.
- Draft specifications and solicitations for goods and services.
- Obtain and review competitive bids, quotes, and proposals from vendors and contractors.
- Serve as a technical liaison between the contractor and the contracting office.
- Evaluate and monitor contract performance to ensure compliance with contracted obligations. Assist with clarifying contract requirements and resolving any conflicts.
- Assist in the formulation, implementation, and ongoing compliance with policies and procedures in the finance/procurement department.
- Utilize a variety of judiciary accounting systems to maintain, reconcile, and analyze finance/procurement records.

QUALIFICATIONS:

Mandatory

- A High School Diploma or equivalent.
- Three years of general clerical or administrative experience, which may be substituted with post-secondary education.

- At least one year of specialized experience for placement at CL 26. At least two years of specialized experience for placement at CL 27. Specialized experience is progressively responsible work closely related to the duties of this position. Substitution with a bachelor's degree maybe available for one year of specialized work experience, or two years if superior academic standing was achieved.
- Accuracy and attention to detail.
- Ability to collaborate effectively with court staff and contractors.
- Excellent oral and written communication skills.

Preferred

- A bachelor's degree in business, finance, or another related field.
- Experience in a governmental environment, particularly with contracting authority.
- Procurement experience.

BENEFITS

1. 13 days paid vacation for each of the first three years
2. 20 days paid vacation annually after three years
3. 26 days paid vacation annually after 15 years
4. 13 days paid sick leave per year
5. 11 paid holidays per year
6. Up to 12 weeks Paid Parental Leave for eligible employees
7. Choice of healthcare coverage, including dental & vision coverage
8. Life insurance options
9. Participation in the Federal Employees Retirement System (government pension)
10. Participation in the Thrift Savings Plan (tax-deferred retirement savings plan)
11. Participation in the Flexible Benefits Program
12. Employee Recognition Program
13. Employee Assistance Program
14. Access to National Judiciary Training programs
15. Student Loan Forgiveness through [PLSF](#)
16. Free parking
17. Free onsite fitness center

APPLICATION PROCEDURE:

To apply for this position, submit the following items combined into a single, pdf document:

- 1) cover letter
- 2) a resume

[3\) AO 78 Federal Judicial Branch Application for Employment and District of Kansas Supplemental Form*](#)

- Complete applications should be submitted by email to: HR@ksd.uscourts.gov.
- Current District of Kansas employees may omit #3.
- The subject line of the e-mail must include both the position title (Facilities and Procurement Specialist) and the position number (KC25-25).
- You SHOULD respond to questions 19, 20, and 21 of the AO 78 application form, in accordance with the Fair Chance to Compete with Jobs Act of 2019.

The U.S. District Court may modify or withdraw this job announcement without prior notice. One or more positions may be filled from this vacancy announcement. This position is in the excepted service, not the competitive civil service. This position is subject to mandatory participation in electronic payment of net pay (i.e. Direct Deposit) and a favorable background check, which may be subject to periodic updates. The U.S. District Court requires employees to adhere to a [Code of Ethics and Conduct](#). Due to the volume of applications received, the court may only communicate to those individuals who will be interviewed for open positions. Travel and relocation expenses are not available. Applicants must be United States citizens or [eligible to work for the United States Government](#).

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