



UNITED STATES DISTRICT COURT – DISTRICT OF KANSAS

Robert J. Dole U.S. Courthouse

500 State Ave.

Kansas City, KS 66101

www.ksd.uscourts.gov

Procurement Specialist

Vacancy Announcement #KC25-4

Position Title: Procurement Specialist
Position Type: Full-Time, Permanent
Location: Kansas City, Kansas
Open Date: January 31, 2025
Closing Date: Open until filled; preference given to applications received by February 21, 2025
Starting Salary Range: CPS CL 26/1 – CL 27/25 (\$54,718 - \$75,145 Annually) *Starting salary is commensurate with qualifications, experience, and based upon Court Personnel System (CPS) [guidelines](#). Full salary potential is up to step 61, \$97,716.

Special Note: This is a federal civilian position but not in the executive branch and therefore not impacted by any of the recent executive orders or under any type of hiring freeze.

As an Equal Opportunity Employer, we value diversity in our workforce.

POSITION OVERVIEW

The Procurement Specialist supports the Contracting and Purchasing needs of District Court and Probation Offices across the District of Kansas. This position works with judges and staff on purchasing, travel, space improvement projects, and other financial processes. This position is a member of the Finance team which works together to improve processes, educate users, anticipate and adjust to policy and process updates, work with auditors, and meet federal regulatory and internal control requirements. This position utilizes national judiciary financial and data systems and develops and trains others on user-friendly procedures.

REPRESENTATIVE DUTIES:

- 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.
- Process and pay staff and judge travel vouchers in accordance with travel regulations.
- 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. Negotiate with vendors for the best price over contracted services and purchases.
- Evaluate and monitor contract performance to ensure compliance with contracted obligations. Assist with clarifying contract requirements and resolving any conflicts.
- Assist with space and facilities projects.
- 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.
- Prepare finance/procurement department reports.

QUALIFICATIONS:

Mandatory

- A High School Diploma or equivalent.
- Two years (for CL 26) or three years (for CL 27) of general clerical or administrative experience, which may be substituted with post-secondary education.
- At least one year (for CL 26) or two years (for CL 27) of specialized experience in progressively responsible work closely related to the duties of this position. Substitution with a bachelor's degree with superior academic standing may be available for specialized experience if appointed at CL 27.
- Accuracy and attention to detail.
- Excellent collaboration skills with Finance and other court staff.

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 (Procurement Specialist) and the position number (KC25-4).
- 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 reserves the right to modify the conditions of this job announcement or to withdraw the job announcement without prior written 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 will not be paid. Applicants must be United States citizens or [eligible to work for the United States Government](#).