

UNITED STATES DISTRICT COURT
District of Connecticut
United States Probation & Pretrial Services Office



CAREER OPPORTUNITY

Announcement Number: 24-CT-06

Position Title: PROCUREMENT TECHNICIAN

Salary Range: CL 24 (\$51,003-\$82,952)
(Depending upon qualifications and experience)

Position Location: New Haven, CT

Opening Date: November 13, 2024

Closing Date: Open until filled; preference to applications submitted prior to December 5, 2024.

Job Summary: Procurement 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.

Representative 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.
- Other duties as assigned.

Qualifications:

The successful applicant must be a high school graduate or its equivalent, with two years clerical/general experience. Solid working knowledge with Microsoft Word and Excel. The ability to work in a fast-paced and deadline driven environment, and ability to work independently and as part of a team is a must.

Preferred Qualifications:

An associate or bachelor's degree in a related field is preferred with at least two years relevant work experience. Experience working in the Judiciary or with the Federal Government is also desirable.

Only candidates who are selected for interviews will receive a response regarding their application.

How to Apply: In order to be considered for this position, please attach in **PDF format** your cover letter, resume, and the Judicial Branch Federal Employment Application (AO 78) and email to: **HR_Department@ctd.uscourts.gov**

Applications for Judicial Branch Federal Employment (AO78) may be obtained at:

<http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>

Employee Benefits: Full-time employees of the United States Probation Office are eligible for a full range of benefits to include retirement, health and life insurance, flexible benefits, long-term care insurance, long-term disability insurance, 13-26 days of annual leave per annum, based on years of service, as well as 13 days sick leave per annum. The United States Probation Office for the District of Connecticut currently offers an employee recognition program.

Conditions of Employment:

- Applicants must be U.S. citizens or eligible to work in the United States.
- Successful candidate will undergo a full fingerprint and background records check.
- Mandatory electronic direct deposit of salary payment.
- Employees are required to adhere to the Code of Conduct for Judicial Employees [available to applicants to view at the court website: <http://www.ctd.uscourts.gov>.
- Employees of the U.S. Probation Office are Excepted Service Appointments. Excepted service appointments are at will and can be terminated with or without cause by the court.

The United States Probation Office is an Equal Opportunity Employer.

SPECIAL NOTE: The U.S. Probation Office reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, or fill the position earlier than the closing date, any of which may occur without prior written or other notice.

Applicants selected for an interview will be required to travel to the designated location at their own expense.