

**District of Connecticut
United States Probation & Pretrial Services Office**



CAREER OPPORTUNITY

Announcement Number: 25-CT-06

Position Title: PROCUREMENT TECHNICIAN

Salary Range: CL 25 – CL 26* (\$57,615-\$103,094)
*Depending upon qualifications and experience

Position Location: New Haven, CT

Opening Date: September 10, 2025

Closing Date: Open until filled; preference to applications submitted prior to October 10, 2025

Job Summary: The United States Probation Office is accepting applications for the position of Procurement Technician. The incumbent performs and coordinates administrative, technical, and professional work related to ensuring that the Probation Offices are supplied with the materials, equipment, and services required to function optimally, including ensuring compliance with the appropriate guidelines, policies, and approved internal controls. S/he will serve as contracting officer, performing procurement activities that require expert knowledge of procurement policies, regulations and practices, including preparing complicated specifications, negotiating service contracts, and preparing significant and large purchase orders.

Representative Duties:

- Procure supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids or existing government contracts. Plan and coordinate time and delivery of purchases. Lift boxes and/or equipment.

- Assess requests for goods and services by ensuring that they are allowable under limitations, restrictions, and policies, as well as determining availability of funds. Prepare spreadsheets and maintain databases to track certain expenditures.
- Adhere to the *Guide to Judiciary Policies and Procedures* and *Judiciary Procurement Program Procedures* on procurement practices. Adhere to the Court's internal control procedures, make recommendations to the chief probation officer for development of new or revised internal procurement control procedures.
- Prepare specifications, solicitations, and requests for qualifications/proposals; research products and equipment; prepare product/equipment specifications. Obtain and review competitive bids, quotes, and proposals from vendors and contractors; discuss evaluations and review with requesters and subject matter experts.
- Negotiate with vendors for the best price over contracted services and purchases. Coordinate with selected vendors on supply and delivery of purchased items. Evaluate and monitor contract performance to ensure compliance with contracted obligations; assist with clarifying contract requirements and resolving any conflicts.
- Identify and maintain lists of vendors and sources of supply for goods and services. Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production, and distribution capabilities as well as the reputation and history.
- Review, evaluate, verify, and process invoices and prepare payment requests.
- Update the inventory listing of property and conduct inventory reconciliations; oversee disposal of excess property.
- Recommend cyclical replacement of accountable property.
- Develop and justify annual budget needs for recurring services and other procurement contracts.
- Other duties as assigned.

Qualifications:

The candidate must possess: excellent oral and written communication skills; advanced computer skills such as the use of automated equipment including word processing, spreadsheet, and database applications, as well as financial and accounting systems, databases and systems used for tracking inventory, preparing purchases orders, and other systems related to procurement activities; exceptional organizational skills; the ability to meet established deadlines and exchange accurate information. The candidate must also have the ability to research, interpret and implement federal judiciary guidelines, rules, regulations and policies regarding purchasing; work independently with minimum supervision; pay attention to detail, function well in a team environment; and work well under pressure. Ability to obtain Contracting Officer Contracting Program Certification (Level 1, 2 and 3) after appointment.

Education:

Minimum Requirements: A high school diploma or equivalent with a minimum of two - three years of specialized experience with progressively increased responsibilities.

Specialized experience is defined as progressively responsible procurement duties that involved the preparation of complicated specifications of purchase orders for manager approval and knowledge of the rules, regulations, terminology, and practices in procurement administration.

Preferred: Bachelor's degree in Accounting, Finance or Business Administration from an accredited college or university. Experience using automated procurement systems; advanced skill using Excel and Access.

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 (AO78) 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.