



**SUSAN SOONG**  
Clerk of Court

**San Francisco Division**  
450 Golden Gate Avenue  
San Francisco, CA 94102

**Oakland Division**  
1301 Clay Street  
Oakland, CA 94612

**San Jose Division**  
280 South 1st Street, Room 2112  
San Jose, CA 95113

**Eureka-McKinleyville  
Division**  
3140 Boeing Avenue  
McKinleyville, CA 95519

#### CAND MISSION

The mission of the Clerk's Office of the United States District Court for the Northern District of California is to support, defend and preserve the Constitution of the United States by:

- Serving and supporting the court
- Providing access to the court
- Maintaining the records of the court
- Providing information about the court
- Performing our mission with a commitment to excellence

*The United States District Court is an equal opportunity employer.*

# CAREER OPPORTUNITY

## UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA

Position: Procurement & Facilities Specialist

Classification Level: CL-25

Salary Range: \$47,789 - \$77,716, Depending upon Experience and Qualifications

Location: Oakland, CA (50% time) and San Jose, CA (50% time)

Opening Date: March 22, 2017

Closing Date: Open Until Filled (priority cut-off date, March 31, 2017)

Number of Positions: 1

### POSITION OVERVIEW

The Procurement & Facilities Specialist performs and coordinates administrative, technical, and professional work ensuring that the court unit is provided with supplies, materials, equipment, and service required for optimal functionality. The incumbent ensures compliance with appropriate guidelines, policies, and internal controls. Duties include purchasing supplies, services and equipment within a set dollar amount, and preparing bids, as required. The job duties will be performed in the Oakland (50% time) and San Jose (50% time) divisional offices. There will be occasional travel to the San Francisco Office.

- Procure supplies, equipment, and services from government and non-government sources through new contracts, competitive bids, or existing government contracts. Plan and coordinate time and delivery of purchases. Compare invoices against purchase order for type, quantity, and condition.
- Assess requests for goods and services by ensuring they are allowable under limitations, restrictions, and policies. Confirm availability of funds.
- Prepare purchase orders from approved requests; ensuring proposed purchase will satisfy the requestor's need, and forward for approval. Review invoices from suppliers and prepare payment vouchers for approval, including supporting documentation.
- Order repairs and overseas maintenance on office furniture and equipment including telephones. Monthly duties would include meter readings for copiers. Deliver and issue materials and supplies to requestors and office throughout the district.
- Adhere to the Guide to Judiciary Policy and Judiciary Procurement Program Procedures. Adheres to the court unit internal controls procedures.
- Serve as a technical liaison between the contractor and the contracting office. Assist in the negotiations with vendors for the best price for contracted services and purchases.
- Prepare statement of works for obtaining quotes.
- Assist with space construction projects; suggest alternate layouts for maximum use of space; attend project meetings.
- Assist with facility related issues involving heating, cooling, lighting, and cleaning. Resolve problems and/or interact with the General Services Administration.
- Prepare paperwork for interpreter services in the divisional offices from preparing the purchase order, entering information in the Translator spreadsheet, and verifying invoices are correct.
- Escort vendors and service people as needed.
- Issue Facility Access Card.
- Provide ergonomic consultation and support to court employees.

- Assist with inventory of accountable property that does not conflict with main duties.
- Other Administrative Services related duties assigned.

## QUALIFICATIONS

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### Minimum Qualifications

The successful applicant must have two years specialized experience, including at least one year specialized experience at or equivalent to CL-24. For placement at salary levels above minimum up to and including step 25, (considering court-preferred skills and an evaluation of quality of experience), the successful applicant must have at least two years specialized experience equivalent to work at CL-24. **Specialized Experience** is progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or personnel/payroll operations.

### Desirable Qualifications

- Ability to communicate effectively with a variety of people with a positive, upbeat manner.
- Ability to do detail-oriented work with limited supervision.
- Experience which reflects the ability to work under pressure and deal with change.
- Demonstrable ability to successfully manage multiple competing priorities.
- Knowledge of and skill in working with databases and other typical office software programs.
- Proven analytical reasoning skills and sound judgment.
- Prior federal court experience.
- Excellent verbal and written communications skills.
- Excellent organization and time management skills.
- Excellent spelling, grammar, and proofreading skills.
- Bachelor's Degree.

## COMPENSATION AND BENEFITS

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Compensation will be set based on experience and qualifications pursuant to the policies and guidelines set forth in the Court Personnel System (CPS). Employees qualify for retirement plans, federal employee's group health insurance, life insurance, dental/vision insurances, and flexible benefits.

## INFORMATION FOR APPLICANTS

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As a condition of employment, the successful candidate for this position is subject to a background investigation with periodic updates. Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. The United States District Court requires employees to adhere to the *Code of Conduct for Federal Judicial Employees* (which is available upon request), and are subject to mandatory direct deposit of federal wages. The court is not authorized to reimburse travel expenses for interviews or relocations.

**Interviewing Non-Citizens and Making Offers of Future Employment:** Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most

cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below.

Under 8 U.S.C. §1324b (a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application).

Where appropriate and necessary, the court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Unit of the Clerk's Office at 415-522-2147. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

### **APPLICATION PROCEDURE**

To be considered for this position, please submit a resume with a cover letter, three professional references, and a completed AO78 application form. This form is located at:  
<http://www.uscourts.gov/sites/default/files/ao078.pdf>

#### **PLEASE SUBMIT YOUR RESUME, COVER LETTER, AND APPLICATION TO:**

United States District Court-NDCA  
Attn: Human Resources (FY17-15)  
Email to: [hr@cand.uscourts.gov](mailto:hr@cand.uscourts.gov)