



United States Court of Federal Claims

717 Madison Place NW
Washington, DC 20439

POSITION VACANCY

Announcement Number:	CFC-2025-06-CO
Position Title:	Procurement Specialist
Open Date:	08/25/2025
Close Date:	09/19/2025
Type of Appointment / Position:	Permanent / Sensitive
Grade / Salary Range:	CL-26 (\$61,603– \$100,097)
Duty Location:	Washington, DC (conveniently located across from the White House and Lafayette Park, one block from McPherson Square Metro)
Who May Apply:	U.S. Citizens (or persons eligible to work in the United States)

Position Overview and Representative Duties:

The Procurement Specialist position is in the court's Administrative Services section located in the National Courts Building, 717 Madison Place, NW, Washington, D.C. The incumbent assists in performing administrative and technical work related to procurement, day-to-day building management issues, and space and facilities projects. The Procurement Specialist ensures compliance in accordance with court policies and approved internal controls. Under the supervision of Space & Facilities Manager, the incumbent will assist with procurement and inventory activities through accurate record keeping and tracking; receiving, checking, and delivering ordered supplies and materials; and assisting with preparing supply requisitions and invoice payments. The incumbent performs advanced procurement activities requiring advanced knowledge of procurement policies and practices. Advanced procurement activities include preparing complicated specifications, negotiating service contracts, and preparing significant and large purchase orders.

No relocation expenses will be paid.

General Experience:

- Assess requests for goods and services, ensuring they are allowable under limitations, restrictions, and policies. Verify that accounts have funds available for items being purchased. Prepare spreadsheets and maintain databases to track certain expenditures.
- Procure authorized 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.
- Identify and maintain lists of vendors and sources of supply for goods and services. Assist in the research and evaluation of suppliers based on price, quality, selection, service, support, availability, reliability, production, and distribution capabilities, as well as their reputation and history. Draft specifications, solicitations, and requests for qualifications/proposals. Research products and equipment. Draft product/equipment specifications. Assist in obtaining and reviewing competitive bids, quotes, and proposals from vendors and contractors. Discuss evaluations and review with requestors, subject matter experts, and management.
- Utilize an automated system to track purchases. Recommend cyclical replacement of equipment.
- Adhere to the *Guide to Judiciary Policies and Procedures* and *Judiciary Procurement Program Procedures* on procurement practices. Adhere to the court unit's internal control procedures.
- Update and maintain the inventory listing of property and conduct inventory reconciliations.
- 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.

- Assist in writing and/or revising operating procedures for procurement management.
- Assist with processing payment vouchers for the finance and procurement offices.
- Assist with records management by filing, scanning, and maintaining documents. Assist with assets inventory, using both manual and automated inventory tracking tools.
- Monitor, coordinate, and react to day-to-day facilities management issues, which may involve structures, building systems, technology, grounds, and securities.
- Maintain files related to facilities management, space planning, and space and facilities projects.
- Conduct copier and fax machine meter readings and provide results to supervisor and vendors. Back-up for large volume photocopier services for court, to include repair of, or reporting maintenance problems of copiers and fax machines.
- Perform manual, mechanical, and clerical duties to effect movement, storage, installation, and disposal of court furniture and equipment. Operate material-handling equipment, e.g., hand trucks and dollies, as required, to move boxes, crates, and furniture (up to 75 – 100 Lbs).
- Serve as bank deposit escort as needed.
- Sets up courtrooms, conference rooms, and other facilities for sessions, special sessions, meetings, and other events, e.g. conferences, investitures, ceremonies; to include posting of Scheduled Matters, and distribution of necessary materials. Ensure facility is at appropriate temperature and help maintain upkeep of conference rooms/courtrooms and ensure proper cleaning. Assist with event planning and catering.
- 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.
- Perform other duties as assigned.

The successful candidate must be a self-starter as well as detail-oriented, must be highly organized and tactful, possess good judgment, poise and initiative, and maintain a professional appearance and demeanor at all times; must have strong prioritizing and problem-solving skills, solid communication skills (both written and oral) and the ability to communicate effectively with persons within the court as well as with persons outside the court; must demonstrate the ability to work harmoniously with others in a team environment and exhibit a professional manner at all times.

Qualifications:

To qualify at the CL 26 level: Two years of specialized experience, including at least one-year equivalent to work at CL-25.

Specialized Experience:

Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. 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 human resources/payroll operations.

Preferred Qualifications: The court prefers the candidate to have a bachelor's degree from an accredited university. Five (5) years of specialized experience which demonstrates working knowledge, skills, and abilities to successfully perform the duties of the Procurement Administrator may be substituted for the degree requirement.

Benefits:

11 holidays • 13-26 days annual leave (increases with service) • 13 days sick leave • Federal Employees Retirement System • Thrift Savings Plan • Commuter Benefit Program/Metro Transit Subsidy Program • Flexible Spending Accounts • Insurance available for health, dental, vision, life, and long-term care.

How to Apply:

To apply for this position, you must combine ALL documents listed below into a single PDF file and email to uscfcjobs@cfc.uscourts.gov. Zip files and faxes will not be accepted. Please include the Title and Job Announcement Number in the subject line.

- **Cover Letter** (include the Announcement Number and the position title and address your qualifications relating to the duties and responsibilities of this position);
- **Résumé;**

- **Form AO78 Federal Judiciary Application Form** which can be found at: www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf;
- **Three (3) business/professional references** with name, affiliation, and contact information;
- **Salary History** for prior three (3) years;
- If a current Federal Civilian Employee, your **latest Personnel Evaluation** and your **latest SF-50**; and,
- If a current or recently discharged or retired military member, your **latest Officer Evaluation Report (OER), Enlisted Evaluation Report (EER) or equivalent, and a copy of your DD Form 214.**

What to Expect Next

- The court will conduct an evaluation of each applicant's qualifications and materials after receipt of a complete application package.
- Applicants selected for an interview will be contacted. Interviews may commence immediately.
- The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice.
- This is an "Excepted Appointment" and an "At Will" position. Federal Government Civil Service classifications or regulations do not apply.
- All appointments are subject to a full background check including an FBI Fingerprint Background Check, as well as periodic reinvestigation.
- If offered employment, such employment will be provisional pending the satisfactory completion of a mandatory Fingerprint and Background Investigation. The provisional nature of your employment, however, will not affect your start date, salary, or other benefits.
- No phone calls please. Only those candidates selected for an interview will be contacted.
- The United States Court of Federal Claims is an Equal Opportunity Employer.