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**Clerk's Office
Mission Statement**

"The District Court Clerk's Office serves the public and supports the judiciary by delivering excellent customer service with proficiency, integrity and accountability."

The Federal Judiciary is an Equal Opportunity Employer.



CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT WESTERN DISTRICT OF MICHIGAN

Announcement: #24-02
Title: PROCUREMENT & FINANCE SPECIALIST
Location: Grand Rapids, Michigan
Position Type: Full-time, Permanent
Closing Date: Open until filled—Priority consideration given to those who apply by **April 12, 2024**
Salary Range: CL 27 (\$58,030 – \$94,338)*

**Starting salary commensurate with work experience, education (if applicable), and current or previous Federal court experience.*

OVERVIEW

An excellent career opportunity in public service is available with the U. S. District Court for the Western District of Michigan. Applications are being accepted for a full-time Procurement & Finance Specialist in Grand Rapids, Michigan. The Procurement and Finance Specialist performs and coordinates administrative, technical, and professional work related to (1) ensuring the court unit is supplied with the materials, equipment, and services required to function optimally and (2) financial, accounting, and budgetary activities of the court. Eligible for hybrid telework after period of establishment and/or training completed.

The Western District of Michigan was created in 1863 and Solomon L. Withey was named as its first judge by President Abraham Lincoln. Grand Rapids is the main office, with divisional offices in Kalamazoo, Lansing, and Marquette. The district covers the entire Upper Peninsula and the Lower Peninsula from Lansing westward.

Michigan is a beautiful four-season state surrounded by the majestic Great Lakes. Grand Rapids is the second largest city in Michigan located in the heart of the West Michigan area. The city offers outdoor adventures, art, culture, and much more! [Grand Rapids, Michigan Things to Do, Events and Deals | Pure Michigan | Official Travel & Tourism Website for Michigan](#)

SUMMARY OF REPRESENTATIVE DUTIES

- Lead Contracting Officer to 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.
- 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. Review accounting records of each functional allotment and reconcile accounts. Prepare spreadsheets and maintain databases to track certain expenditures.
- Adhere to the *Guide to Judiciary Policy and Judiciary Procurement Program Procedures* on procurement practices. Give advice and explain requirements of the *Guide to Judiciary Policy* as they relate to proper disbursement. Adhere to the Court's internal control and separation of duty procedures.

BENEFITS

The U.S. District Court offers a generous benefits package which includes:

- 11 Paid Federal Holidays
- Leave Accrual Program
- Paid Parental Leave
- Health, Dental, Vision and Life Insurance
- Participation in the Federal Employees Retirement System (FERS)*
- Thrift Savings Plan (similar to 401k) with Government Match up to 5%
- Flexible Spending Programs
- Paid Parking
- Employee Assistance Program (EAP)
- A [Public Service Loan Forgiveness Program](#) is available to certain full-time employees with qualifying student loans.

NOTE: For FERS retirement, employees contribute to the Basic Benefit Plan through payroll deductions and upon retirement, receive lifetime monthly annuity. Employees appointed on or after January 1, 2014, *automatically contribute 4.4%* of their base pay each paycheck to the Basic Benefit plan.

Additional information about federal judiciary employee benefits and compensation can be found at <http://www.uscourts.gov/Careers.aspx>.

- 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. Obtain and review competitive bids, quotes, and proposals from vendors and contractors; discuss evaluations and review with requesters, management, and subject matter experts.
- Research and analyze procurement problems, trends, and areas for efficiency/improvement. Negotiate with vendors for the best price over contracted services and purchases.
- Review, evaluate, and verify accuracy of invoices and prepare for management review and approval for payment.
- Assist with developing budget estimates. Assist in collecting, reviewing, auditing, and analyzing budgetary data. Develop a variety of reports based on historic and current data.
- Process receivables, criminal debt management, Prisoner Litigation Reform Act (PLRA) management, reconcile accountable funds, and generate information for financial reports.
- Create complete case records related to criminal debt management, including restitution cases, ensuring accuracy of information in accordance with the Judgment and Commitment (J&C) order.
- Work is performed in an office setting and requires some lifting of boxes and/or moving of furniture/equipment.
- Perform other duties as assigned.

QUALIFICATIONS

To qualify for this position, the candidate must be a high school graduate or equivalent plus possess experience as noted below:

Two years of specialized experience **OR** completion of the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements:

- An overall “B” grade point average equaling 2.90 or better of a possible 4.0;
- Standing in the upper third of the class;
- “3.5” average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology;
- Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies; or
- Completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in business or public administration, political science, criminal justice, law, or other fields closely related to the subject matter of the position.

Specialized Experience: Specialized experience is defined as progressively responsible experience in at least one but preferably two or more of the functional areas of financial management and administration such as budgeting, accounting, auditing, or financial reporting that provided a knowledge of rules, regulations, and terminology of financial administration.

APPLICANT INFORMATION

The court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice.

Reimbursement of travel and/or relocation expenses is not authorized.

All information provided by applicants is subject to verification.

Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Required Skills: The ideal candidate will be highly organized and reliable; must have working knowledge of purchasing principles; knowledge of basic accounting, budget, and audit principles; proficiency working with automated financial systems and possess experience working in an electronic environment with various technologies to accomplish work; ability to communicate effectively (orally and in writing) with individuals and groups to provide financial and purchasing information and reports in understandable format; have excellent communication (oral and written) and interpersonal skills with the ability to work well with others; demonstrated experience working in a team environment to deliver professional customer service; ability to manage several priorities; strong customer service skills; exercise good judgment; must maintain confidentiality and have a professional demeanor.

Preferred: Preference will be given to applicants who have experience in the federal government, knowledge of JIFMS (Judiciary Integrated Financial Management System), knowledge of general government procurement policies and procedures with the *Guide to Judiciary Policy* and are college graduates.

CONDITIONS OF EMPLOYMENT

- Applicants must be U.S. citizens or eligible to work in the United States. (See [Citizenship Requirements for Employment in the Judiciary](#) for additional information.)
- Judiciary employees serve under excepted appointments. Judiciary employees are considered “at will” and are not covered by federal civil service classifications or regulations.
- This position is subject to mandatory electronic funds transfer (direct deposit) of payment of federal wages.
- As a condition of employment, the selected candidate must successfully complete a five-year background investigation with periodic updates every five years thereafter. Appointment is provisional and retention is contingent upon a favorable suitability determination of the background investigation.
- The U.S. Courts require employees to adhere to the [Code of Conduct for Judicial Employees](#).

HOW TO APPLY

For consideration, qualified applicants must provide the following:

- a cover letter that includes a statement that describes how their previous experience has prepared them for this position;
- a detailed resume;
- contact information for three professional references;
- college transcript(s) if applicable (unofficial copies accepted), and
- a completed *Application for Judicial Branch Federal Employment*, AO78 form, available at <http://www.uscourts.gov/formsandfees/forms/AO078.pdf> (NOTE: Applicants are not required to fill out the Optional Background Information section (Questions 18 – 20) on page 5 of the application).

Incomplete applications will not be considered. All required documents must be sent via email as **one PDF** file to human_resources@miwd.uscourts.gov. Position open until filled. Priority consideration will be given to those applicants who apply by **April 12, 2024**. **No phone calls please.**