

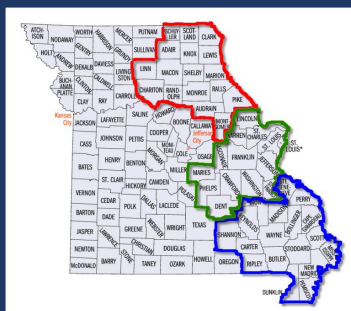


UNITED STATES CLERK'S OFFICE EASTERN DISTRICT OF MISSOURI

Nathan M. Graves, Clerk of Court

CAREER OPPORTUNITY

111 South 10th Street
St. Louis, MO 63102
www.moed.uscourts.gov



JUDICIARY BENEFITS

- Paid Annual Leave
- Paid Sick Leave
- Paid Holidays (11)
- Flexible Work Schedule
- Pre-tax Benefit Programs
- Health Insurance
- Vision/Dental Insurance
- Group Life Insurance
- Defined contribution retirement benefits (FERS)
- Thrift Savings Plan (TSP)- 401 (k)-styled program with up to 5% match
- Employee Assistance Program
- Parking/Commuter Benefit Program
- Virtual Judiciary Online University

Procurement & Finance Specialist

VACANCY #: PFS-0525

Duty Station: St. Louis, MO

Posted: May 7, 2025

Status: Full-Time Permanent

Reports To: Procurement Administrator

Salary Range: CL 25/1-61 \$50,131-\$81,458

CL 26/1-61 \$55,205-\$89,702

Transfers: Yes

**Classification dependent on qualifications. *Step 26-61 in Full Performance Range requires approval by the Administrative Office.*

Closing Date: Open Until Filled

POSITION SUMMARY

The position is located in the District Court headquarters office in St. Louis, MO. This position is a shared position between the Procurement and Finance department which requires the incumbent to provide back-up coverage to multiple positions within each department. This position provides support to the District Court Clerk's Office, Chambers, Probation and Pretrial Services agencies.

The Procurement & Finance Specialist will assist in the preparation and negotiation of specifications, solicitations, purchase orders, and terms of agreement. In conjunction with the supervisor(s), incumbents conduct in-depth research, analyze options, and communicate the results on matters that take into consideration finance, procurement and facility/building issues. Procurement & Finance Specialists implement, coordinate, monitor, and improve space and facilities and conduct activities that support the functioning of the court. Incumbents ensure adequate supplies, working equipment, and a safe and clean working environment. This position will also perform accounting and financial activities and ensure the accountability of funds collected, deposited, distributed, and disbursed. Procurement & Finance Specialists ensure accuracy and completeness of data, quality of service, and compliance with internal controls, government requirements, regulations, and policies, while preventing legal or personal liability against the court unit executive, and the employee. 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.

Summary of Representative Duties and Responsibilities

- 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.
- Utilize an automated system to track purchases. Recommend cyclical replacement of equipment.
- Adhere to the Guide to Judiciary Policy regarding procurement program policies, procedures, and practices. Adhere to the court's internal control procedures and separation of duty practices.
- Serve as a technical liaison between the contractor and the contracting office. Assist in the negotiation with vendors for the best price over contracted services and purchases.
- Monitor, coordinate, and react to day-to-day facilities management issues, which may involve structures, building systems, technology, grounds, and security.
- Maintain files related to facilities management, space planning, and space and facilities projects.
- Comply with guidelines, procedures, and policies established by the Administrative Office and the court unit including adherence to the Guide to Judiciary Policy on financial and accounting procedures and administering Criminal Justice Act (CJA), proper disbursement, related statutes and

Eastern District of Missouri Clerk's Office is an Equal Opportunity Employer.

HOW TO APPLY

Applicants must submit all documents listed below in ONE PDF FILE to MOED_employment@moed.uscourts.gov

Subject of Email: PFS-0525

1. Letter of Interest

- Your skills and experience, with an explanation of how those skills and experience may contribute to the organization.
- How your overall experience and preparation relates to the stated duties and responsibilities.

2. Current resume

3. Professional References

4. AO 78 Application for Federal Judicial Branch Employment* found [here](#).

Applicants must be United States citizens or eligible to work in the United States. Appointment is contingent upon providing proof of United States citizenship or proof of authorization to work in the United States as required by the Immigration Reform and Control Act of 1986. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

Applicants may be asked to participate in proficiency tests.

Citizenship-Requirements-Employment-Judiciary.pdf

[Learn More About Judiciary Policies](#)

The organization reserves the right to assign and/or reassign an employee to any location within the district based on the needs of the organization.

local procedures.

- Reviews CJA vouchers for accuracy and completeness. Conduct procedural compliance audit of vouchers submitted for payment and compliance review of authorization requests including justifications when necessary. Instruct attorneys and case managers/chambers staff on CJA guidelines and system requirements.
- Assists in maintaining records of interpreters used by the court. Locates and schedules interpreter and initiates obligation of funds for the expenditure. Assures proper procedures and documentation of the service performed.
- Maintain, reconcile, and analyze accounting records, consisting of a cash receipts journal, registry fund, and deposit fund, as well as subsidiary ledgers for allotments and other fiscal records.
- Ensures appropriate internal controls for disbursement, transfer, recording, and reporting of monies are followed.
- Use a wide variety of manual and automated accounting systems and cash management tools. Assist and train other court employees in the use of these systems and tools.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Qualifications must be met at the time of application. The successful candidate must possess the following:

- Bachelor's degree in business or other related field strongly preferred or equivalent experience.
- 1-3 years accounting, procurement or purchasing experience preferred.
- Prior experience purchasing automation equipment and software strongly preferred.
- Consistent, high quality past job performance demonstrating sound ethics and judgment.
- An attendance record that indicates reliability and commitment.
- Excellent verbal and written communication skills (grammar, spelling, punctuation, etc.)
- Excellent organizational skills and detail oriented.
- Ability to take initiative, manage multiple tasks, respond to requests on short notice and meet deadlines.
- Ability to be tactful and work cooperatively with others, including judicial officers, the bar, the public and colleagues. Ability to maintain confidentiality. Strong sense of personal and professional integrity.
- Proficient in the use of Microsoft Excel and Word, in conducting Internet searches, in the use of computer file structure and other computer applications. Proficient in developing spreadsheets.

To qualify for the CL25 a minimum of one year of specialized experience equivalent to work in a CL24 level is required. To qualify for the CL26 a minimum of one year of specialized experience equivalent to work in a CL25 level is required. *Specialized experience is defined as progressively responsible clerical or administrative experience that is in, or closely related to, the work of the position and which has demonstrated the particular knowledge, skills, and abilities to successfully perform the duties of the position and involves the routine use of automated software and keyboarding for word processing, data entry and report generation.

BACKGROUND INVESTIGATION REQUIREMENTS

This is a High Sensitive position within the Judiciary. Employment will be considered provisional pending successful completion of an fingerprints, OPM background investigation and credit check and a favorable suitability determination. Investigative updates are required every five years.

All applicant information is subject to verification. Providing false and/or misleading information may be grounds for removal from the application and selection process, as well as disciplinary action if discovered after hire.

SELECTION PROCESS/CONDITIONS OF EMPLOYMENT

After review of the application packets, highly qualified applicants will be invited in for one or more personal interviews. Due to the volume of applications received, only applicants who are selected for interview will receive a written response regarding their application status.

Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judiciary Policy, and are bound by the Code of Conduct for Judicial Employees. [Link The Code of Conduct for Judicial Employees](#) Link: [Your Employee Rights and How to Report Wrongful Conduct | Eastern District of Missouri | United States District Court](#)

Direct deposit of pay is required. Positions with the U.S. Courts are "excepted service" positions and employees serve "at will."

The U. S. Clerk's Office reserves the right to amend or withdraw any announcement without written notice to applicants.