



2018-03
05/01/2018

United States Court of Appeals
for the Seventh Circuit
219 South Dearborn Street - Chicago, Illinois 60604

POSITION VACANCY

Position: Procurement Services Technician

Starting Salary: CL 23 (\$36,556 - \$59,424) per annum
Placement is dependent upon background and qualifications
Promotional potential to the next Classification Level (CL) without further competition
CL 24 (\$40,488 - \$65,804) per annum
CL 25 (\$44,708 - \$72,700) per annum

Closing Date: Open Until Filled

Overview: The U.S. Court of Appeals for the 7th Circuit is seeking applicants for a full time Procurement Services Technician in a shared services environment. The Procurement Services Technician performs administrative and technical support related to ensuring that court units are provided the supplies and materials required to function optimally, in accordance with court policies and approved internal controls. Duties involve assisting with procurement and inventory activities through accurate record keeping and tracking; receiving, checking, and delivering ordered supplies and materials; and assisting with preparing purchase orders and invoice payments. Assignments will become progressively more complex over time.

Representative Duties:

- Assist in the day to day procurement functions of the court, including: procuring supplies, equipment, services and furnishings from government and non-government supply sources through competitive and non-competitive bids.
- Maintain lists of vendors for goods and services. Prepare lists of supplies to be ordered. Prepare purchase order documents for standard supply reorder levels and from requisitions received through court unit personnel.
- Coordinate receiving for purchased supplies and services. Check and verify deliveries and packing slips against purchase orders for type, quantity and condition.
- Tag furniture and other accountable office materials for the purpose of tracking inventory. Move, set up, and examine furniture and equipment.
- Issue and deliver materials and supplies to requesting offices and/or court personnel.
- Review and verify invoices from suppliers and prepare the corresponding payment vouchers, including routine weekly and monthly reoccurring bills.
- Assist with maintenance calls on court equipment and with the disposal of court property.
- Assist with records management by filing, scanning and maintaining documents as needed. Enter and update information on purchase orders and inventory into automated databases.
- Perform related office duties such as processing incoming and outgoing mail and deliveries; copying and bidding forms, reports and other documents; and other similar activities.

Minimum Qualifications:

- Bachelor's Degree from an accredited university is required.
- Excellent computer skills and proficiency in the use of Windows and Microsoft Office.
- Good organizational skills, attention to detail, and the ability to maintain numerical records.
- Excellent analytical, problem solving, critical thinking and research skills.
- Strong interpersonal skills including the ability to collaborate and work effectively and diplomatically with others.
- Strong oral and written communications skills with the ability to communicate information clearly and accurately.
- Ability to lift heavy boxes and equipment.

Benefits:

Benefits include ten paid holidays, paid vacation and sick leave, participation in the Federal Employees Retirement System (FERS), Thrift Savings Plan (401k), and public transit subsidy. Optional participation in the Federal Employees Health Benefits Program (FEHB), Federal Employees Group Life Insurance Program (FEGLI), Flexible Benefits Program, Federal Long Term Care Insurance Program (FLTCIP), and Dental and Vision Insurance. Information can be found on our website, under Human Resources, at: www.ca7.uscourts.gov.

Application: Please submit resume, with cover letter and salary history to:

U.S. Court of Appeals - 7th Circuit
Human Resources
219 South Dearborn St., Room 2722
Chicago, Illinois 60604
FAX: 312/554-8077
E-Mail: ca7_HR@ca7.uscourts.gov

Resumes will be screened and only selected applicants will be contacted for interviews. Due to the anticipated large response to this announcement only those interviewed will be notified of the selection outcome. No telephone calls please.

The court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may elect to select a candidate from the original qualified applicant pool.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

The successful candidate for this position will be required to undergo a FBI fingerprint check or five-year background investigation with updates every five years thereafter, depending on the position classification.

Pursuant to the Immigration and Reform Act of 1986, selection is contingent upon providing proof of being legally eligible to work in and for the United States.

Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit

THIS OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER