



2021-01
03/11/21

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- CL 25 (\$38,754 - 77,034) per annum
Placement is dependent upon background and qualifications.
- 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. This entry level, career-track, position operates within a shared services environment.
- Responsibilities:** The Procurement Services Technician performs administrative and technical support duties to ensure that court units are provided with the supplies and materials required to function optimally, in accordance with court policies and approved internal controls. Key duties include assisting with daily procurement functions; maintaining vendor contacts; receiving of supplies and services; inventory tracking and record keeping; coordinating maintenance service calls; and processing invoice payments. Other duties may include space and facilities project work. Assignments will become progressively more complex over time.

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 concise numerical records.
- Excellent mathematical, 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.

Preferred Qualifications:

- Academic study in Business Administration, Accounting, Finance or related field.
- Experience in government contracting, administrative services, and project management.
- Experience or interest in handling space and facilities functions, including building construction or alterations, cyclical maintenance, and security.

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, and cover letter 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