

UNITED STATES COURT OF APPEALS FOR VETERANS CLAIMS

625 Indiana Avenue, N.W., Suite 900

Washington, D.C. 20004

POSITION VACANCY ANNOUNCEMENT

Announcement No.: 22-01

Issuing Date: 01/18/22

Closing Date: 02/01/22

Position: Procurement and Property Management Specialist

CS-0303-11/12 (equivalent GS-0303-11/12, salary range including Washington-Baltimore 2021 Locality Pay is \$74,950.00 to \$116,788.00)

Conditions of Employment: A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of fingerprinting and a background security investigation with favorable adjudication. Failure to meet these requirements will be grounds for termination.

This appointment is made without regard to Title 5 governing appointments in the competitive service. All appointments are Excepted Service.

Area of Consideration: Government-wide

Duties:

The position is located in the Court's Administrative Office Section. The incumbent performs and coordinates administrative, technical, and professional work related to ensuring that the court's chambers and clerk's office are supplied with the materials, equipment, and services to function optimally, including ensuring compliance with appropriate guidelines, policies, and approved internal controls. The Procurement and Property Management Specialist performs procurement activities requiring advanced knowledge of procurement policies and practices, such as preparing complicated specifications, negotiating service contracts, and preparing significant and large purchase orders. The Procurement and Property Management Specialist performs a wide variety of procurement, property coordination; property maintenance, storage, and disposal; and supply officer duties, in support of the Administrative Section through the Deputy Executive Officer (DEO).

Procurement Specialist

Procure supplies, equipment, services, and furnishings from government and nongovernment sources through new contracts, competitive bids or existing government contracts. Plan and coordinate time and delivery of purchases. Manages procurement requests to ensure efficient controls of equipment and supply inventories to a level that ensures availability without overspending or unnecessary stocking beyond court needs. Assesses requests for goods and services, ensuring they are allowable under limitations, restrictions, and policies. Verifies the availability of funds before placing the order(s). Procures authorized supplies, equipment, services, and furnishings up to the delegated limit as certified Contracting Officer's Certification Program for credit card, special services and general procurements from government and non-government sources through new contracts, competitive bids, or existing government contracts. Utilizes an automated system to track purchases and expenditures. Provides expenditure information regularly to the Budget and Finance Office for budget and control purposes. Maintains purchasing records and reports, including inventory disposal control records. Researches

products and equipment. Assists 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. Drafts product/equipment specifications, solicitations, and requests for qualifications/proposals. Assists in obtaining and reviewing competitive bids, quotes, and proposals from vendors and contractors. Acts as the company's representative in negotiations with suppliers. Coordinates removal or disposal of surplus materials. Provides expenditure information regularly to CFO for budget and control purposes.

Property Management Specialist

Collaborates with other departments and leadership to identify and develop needs and requirements for equipment, materials, products, and acceptable substitutions. Carries out property management activities related to inventory and equipment for assignment. Assesses current material availability; reasonably predicts future availability based on the market, delivery systems, and other variables. Prepares and presents market conditions and merchandise cost reports. Prepares and processes purchase orders and requisitions for materials, supplies, and equipment. Drafts, explains, and implements instructions, policies, and procedures for purchasing and contract management. Evaluates and approves conditions for issuing and awarding bids. Resolves grievances with vendors, contractors, and suppliers. Maintains and/or implements purchasing and recordkeeping systems. Program, design, analyze, oversee, coordinate and approve the adequacy of space requests, plans, special requirements, new construction, alterations and repairs. Coordinates all logistics associated with moving or relocating offices, decommissioning current space, assisting offices in excessing furnishings and equipment.

Supply Officer

Primarily responsible for maintaining the Court's office supplies and supplies management system including purchases, stockings and organizes the Court's supply room. Responsible for keeping track of inventory levels for supplies and tracking for reorder levels for general office and automation supplies. Deploys incoming supply shipments (after receipt and acceptance). Reviews, evaluates, and verifies accuracy of supply and service invoices and forwards for payment. Acts as Disposal Officer for the court and maintains and manages the disposal of all excess non-information technology inventories. Recommends cyclical replacement of furniture and general office equipment. Utilizes an automated system to track purchases and expenditures. Maintains purchasing records and reports, including inventory disposal control records.

Performs other duties as assigned.

Qualifications Requirement

To qualify for the position of Procurement and Property Management Specialist, an applicant must be a high school graduate, or the equivalent.

Applicants must meet all qualification and eligibility requirements by the closing date of the announcement including specialized experience and/or education. Candidate must have the following experience:

- Strong interpersonal/verbal and written communication skills. Ability to communicate effectively with others, provide excellent customer service and resolve issues while complying with regulations, rules, and procedures.

- Ability to maintain confidentiality and consistently demonstrate sound ethics and judgement.
- Excellent organizational skills and attention to detail.
- Ability to lift and move boxes and equipment weighing up to 40 pounds
- You must have at least two years of specialized experience equivalent in difficulty and complexity to the next lower grade level in the normal line of progression for the occupation in the organization. To be creditable, this experience must have equipped the applicant with the particular qualifications to perform successfully the duties of the position and must typically be in or related to the position to be filled.

CS-11

Specialized experience: Specialized experience is experience directly related to the position to be filled. Specialized experience must be described for each grade level advertised. Qualifying experience for CS-11 includes two years of specialized experience comparable to CS-9 which is directly related to the work of this position and which has equipped the applicant with the knowledge, skills, and ability to perform successfully the duties of the position. Specialized experience for this position is described below.

CS -12:

Specialized experience: Specialized experience is experience directly related to the position to be filled. Specialized experience must be described for each grade level advertised. Qualifying experience for CS-12 includes four years of specialized experience comparable to CS-11, which is directly related to the work of this position and which has equipped the applicant with the knowledge, skills, and ability to perform successfully the duties of the position. Specialize experience for this position is described below.

Specialized Experience:

To qualify based on your experience, your resume must describe the specialized experience which prepared you to do the work in this job. Specialized experience is defined as:

1. Knowledge of Microsoft Office suite, with a special emphasis on Excel, and adobe .pdf applications to prepare, review and edit correspondence, graphs, charts, etc.;
2. Knowledge of pre/post-award and termination activities, such as: analyzing requirements, recommending revisions to statements of work/specifications, determining the appropriate type of contract, establishing milestones, procurement planning, conducting post-award and contractual terminations, initiating briefings with contractors to ensure full understanding of terms, handling modifications, resolution of issues related to non-compliance, and the termination process.
3. Conducting business operations using the Department of Treasury's PRISM accounting system to process financial obligations, establish accounts for new vendors, and other critical tasks within the PRISM system.
4. Managing an organization's Government Purchase Card program, ensuring compliance with program standards, policies and procedures; record reconciliation of records with organization budget office and credit card serving company; prepare necessary documentation for internal or external audits; and other critical tasks associated with the program.
5. Reviewing, analyzing, and applying laws, policies, procedures, and regulations related to the effective management of government property;

6. Serve as technical resource providing advice and support on office procurements and utilization, donation, disposal, and effective management and utilization of government property.
7. Manage and utilize an automated organizational property tracking system that assists in the overall management of an organizational' s property, to include tracking, inventorying, and disposing of government property.
8. (FOR CS-12 only) Received formal training and or certification as Contracting Officer Representative or Contracting Officer.

NOTE: The selectee will be subject to a one-year probationary period.

Instructions for Applying:

Submit the following: Resume, OF-306 (Declaration for Federal Employment) and SF-50 (Notification of Personnel Action [if applicable]). Send applications attention to employment@uscourts.cavc.gov. A copy of the OF 306 is available at www.uscourts.cavc.gov under Employment.

The United States Court of Appeals for Veterans Claims is an equal opportunity employer. All applicants will receive consideration without regard to race, color, age, sex, religion, marital status, or national origin.