



## **NOTICE OF POSITION VACANCY**

### **UNITED STATES DISTRICT COURT**

### **Northern District of Illinois**

### **U.S. PRETRIAL SERVICES OFFICE**

**POSITION TITLE:** Budget and Procurement Specialist

**OPENS:** 1/16/2025 **CLOSES:** 1/30/2025 (or until filled), Priority given to applications received by 5pm on 1/30/25.

**TYPE OF APPOINTMENT:** Full Time / Permanent Appointment

**LOCATION:** Chicago, IL

**NUMBER OF POSITIONS:** 1

**AREA OF CONSIDERATION:** Open to the public

**POSITION OVERVIEW:** The United States Pretrial Services Office in the Northern District of Illinois is currently recruiting for a full-time Budget & Procurement Specialist. The Budget and Procurement Specialist performs and coordinates administrative, technical and professional work related to finance, accounting, procurement, budget, property management, and space and facilities. Incumbent performs accounts payable and reviews the accuracy of monies received and disbursed by the agency, processes financial transactions, and maintains required records in accordance with to U.S. Pretrial Services Office policies and approved internal controls. The Budget and Procurement Specialist performs duties which ensure the Pretrial Services Office is supplied with the materials, equipment, and services to function optimally. Incumbent performs activities which include preparing specifications, negotiating service contracts, and preparing purchase orders.

**SALARY:** Grade CL-26/1 (\$60,186) - CL 26/24 (\$74,603) \*.

Grade CL-27/1 (\$66,104) - CL 27/24 (\$81,965) \*. *Starting salary is dependent upon qualifications and experience.*

*\*Position has future promotion potential to CL 27 (\$66,104– \$ 107,482) and CL28 (\$79,251– \$ 128,795) without further competition.*

#### **POSITION:**

- Perform accounts payable duties. Assist in maintaining, reconciling, and reviewing accounting records. Maintain and review the accuracy and accountability of monies received, deposited, transferred and disbursed by the Pretrial Services Office.
- Assist with monitoring of daily fund balances, reprogramming and transferring funds as necessary and appropriate.
- Assist in the development of budget estimates to fund all operating costs of the court unit. Presents budget requests to court unit executive and submits amendments and other supplemental information as required.
- Adhere to appropriate internal controls for disbursement, transfer, recording, and reporting of monies. Assist with oversight of financial operations to ensure compliance with internal controls, policies, and procedures.
- Receive, review, and process travel vouchers from Pretrial Services staff. Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes. Communicate with individuals in the office to respond to questions, problems, or insufficiencies with voucher submissions and the status of payment of vouchers.
- Adhere to the Guide to Judiciary Policy and Judiciary Procurement Program Procedures for procurement practices and all financial and accounting duties and responsibilities. Assist with oversight of financial operations to ensure compliance with internal controls, policies, and procedures while assuring that separation of duties between procurement and financial responsibilities are strictly adhered to.
- Assist in the preparation, update, examination, and analysis of a variety of regular and non-standard reports as requested by the Pretrial Services Office, Administrative Office, U.S. Treasury, financial institutions, or other organizations/agencies.
- Work closely with other Budget & Procurement department member(s).
- 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. Prepare spreadsheets and maintain databases to track certain expenditures.
- Identify and maintain lists of vendors and sources of supply for goods and services. Assist 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.
- Draft specifications, solicitations, and requests for qualifications/proposals. Research products and equipment. Draft product/equipment specifications. Assist in obtaining and reviewing competitive bids, quotes, and proposals from vendors and contractors. Discuss evaluations and review with requesters, subject matter experts, and management.
- Procure authorized supplies, equipment, services, and furnishings from government and nongovernment sources through new contracts, competitive bids, or existing government contracts. Organize supplies within office and associated storage space. Oversee copier maintenance.
- Assist with property management, and space & facilities issues and projects, including but not limited to, office repairmen and similar. When appropriate, refer maintenance and repair problems to designated office staff or building management. Escort vendors and contractors in office space, if necessary.
- Assist with the Procurement procedures for Treatment Services. Quarterly prepare and amend itemized purchase orders. Log and track monthly expenditures onto a spreadsheet.
- Ability to lift up to 50 pounds for delivery assistance, shredding services, and other office set up tasks.
- Perform other duties as assigned.

### **BENEFITS**

●Up to 13 days paid vacation per year for the first 3 years of employment, thereafter, 20 to 26 days per year, dependent upon the length of federal service. ●Eleven (11) paid holidays per year. ●Mandatory participation in the federal retirement system and social security program. ●Thrift Savings Plan –Employer matching up to an additional 5% of employee contribution. ●Health, Dental and Vision Insurance ●Flexible Spending program for health and dependent care. ●Commuter reimbursement program. ● Group life insurance program. ●Possible participation in Federal Public Service Loan Forgiveness Program. ●Employee fitness center on-site.

### **REQUIRED QUALIFICATIONS:**

- Applicant must be a United States citizen or provide documentation proving eligibility to work in the United States.
- High school graduation or equivalent. Completion of a bachelor's degree from an accredited college or university in a closely related field is preferred but not required.
- At least two years of specialized experience. Specialized experience is progressively responsible experience in at least one of the functional areas of finance management or procurement administration that provided knowledge of the rules, regulations, and terminology of the area of finance management or procurement administration.
- The candidate must have strong verbal and written communication skills, excellent customer service skills, and be computer literate, including proficiency with Microsoft applications, Adobe Acrobat and other basic computer software programs.
- A proactive and collaborative team attitude, attention to detail, and a willingness to adapt to a changing work environment are essential to maintain the Court's quality standards. The individual selected must understand and abide by the rules, policies, and regulations of the Court.

### **APPLICATION PROCEDURE:**

You may apply by submitting the following as a **single PDF document**:

- Cover letter and resume
- Completed AO-78 (found on our website at <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>)
- Copy of two most recent performance appraisals or include an explanation in the cover letter as to the reason you don't have recent performance appraisals.
- This position requires you to complete the optional background information on the AO-78.
- List in the first paragraph of your cover letter how you found this position vacancy.

Complete applications should be submitted via e-mail to [Pretrial\\_Services\\_HR@ilnpt.uscourts.gov](mailto:Pretrial_Services_HR@ilnpt.uscourts.gov). All application materials should be sent as a **single PDF document**. Please include the Position Announcement # and Position Title in the Subject line of the email. Save your document in the following format: **Last Name, First Name**. **Failure to follow directions and/or submit a complete packet may disqualify you from consideration.**

**IMPORTANT NOTICE!** All new employees must be fully vaccinated (i.e., at least 2 weeks after last dose) for COVID-19 and, prior to the starting with the U.S. Pretrial Services Office, present proof of vaccination or submit a request in writing for an exemption to this requirement on the basis of a sincerely held religious belief or medical condition. If an exemption is requested, approval of the exemption is required before the candidate can start employment.

**Only electronic submissions will be accepted.** Applicants must be a citizen of the United States or eligible to work in the United States. All employees are required to adhere to the Code of Conduct for judicial employees. The incumbent will be subject to local and federal background investigations and may be subject to submit a recent credit report. This position is subject to mandatory electronic funds transfer for payment of net pay. The U.S. Pretrial Services Office reserves the right to interview only those applicants who have demonstrated that they possess these preferred qualifications. Due to the volume of applicants received, the Pretrial Services office will contact only those applicants who will be tested or interviewed.

**The Pretrial Services Office reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.**

***THE UNITED STATES PRETRIAL SERVICES OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO A DIVERSE AND INCLUSIVE WORKFORCE.***