

U.S. PROBATION OFFICE
Central District of California

Date: April 14, 2010
Position Title: Property and Procurement Specialist
Classification Level: CL 25 (\$42,262 - \$68,736)
Closing Date: May 14, 2010
Vacancy No.: 10-106
Location: 312 N. Spring St., Los Angeles, CA

OVERVIEW OF THE POSITION

The United States Probation Office, Central District of California is currently seeking an exceptional, customer service oriented, individual to serve as a Property & Procurement Specialist. The position will assist in the oversight of purchasing office supplies, material, furniture, services, etc. for work locations to function optimally, in accordance with court policies and approved internal controls. In addition, assist in overseeing space and facilities projects.

REPRESENTATIVE DUTIES

- Prepare purchase orders for approved requisitions received from unit personnel.
- Check deliveries and packing slips against purchase orders for type, quantity and condition.
- Purchase or assist in purchasing equipment, supplies, services and materials.
- Analyze bids and make awards based on established criteria or procedures.
- Receive, review, validate and process receiving documents in FAS4T (i.e. accounting software).
- Reconcile problems, issues or delays in the procurement of equipment and services.
- Coordinate with GSA (i.e. property management) and other landlords in space and tenant issues.
- Ensure procurement records are complete and accurate, and comply with policies and procedures.
- Assist Supervisor with space and facility projects (requires occasional weekend work).
- Meet with requestor to ensure full understanding of the need to maximize usage and function.
- Coordinate, deliver, move or dispose of office items, furniture or other heavy items as needed.
- Maintains purchasing records and reports, including inventory control records.
- Perform routine clerical duties: such as preparing correspondence to contract providers and probation staff.
- Maintains GSA and other supplier catalogs for review by unit personnel in making or suggesting items.
- Other duties as assigned.

QUALIFICATIONS

Applicants must be a high school graduate or equivalent. Two year college degree or equivalent strongly preferred. Knowledge of relevant procurement and property management procedures and guidelines, policies, practices and protocols. Must have exceptional organization skills with attention to detail. Must be able to physically lift and move 20 lbs. Must be able to take initiative and work independently. Strong writing, analytical and decision-making skills. Strong interpersonal skills in communicating with various internal and external individuals, and establishing and maintaining good relationships with outside contacts. Strong knowledge and skills in use of personal computers and software applications (i.e. MS Word, Excel, Lotus Notes and Internet Explorer) to prepare reports and correspondence. Experienced and accurate with 10-key touch pad. Ability to organize work in conjunction with interruptions and distractions to meet recurring deadlines, and maintain accurate information. Experience with the criminal justice system and compliance auditing is a plus. Upon hire, employee must complete the Procurement Training and Contracting Officer Certification Program (COCP) Certification.

INFORMATION FOR APPLICANTS

The U.S. Probation Office requires employees to adhere to a Code of Conduct. The final candidate will be subject to an extensive background investigation by law enforcement agencies. The position is "at-will." The Federal Financial Reform Act requires direct deposit of federal wages for employees. Due to the volume of applications received, we will only be able to respond to those individuals who will be tested or interviewed. We are an Equal Opportunity Employer.

BENEFITS

As a federal employee, you will have a wide variety of medical plans from which to choose. Options for dental, vision, life insurance, long-term disability insurance, long-term care insurance and flexible spending accounts. Participation in the Federal Employees Retirement System (FERS). Up to 5% matching on retirement savings (401k equivalent). Generous accrual of paid time off.

HOW TO APPLY

To be considered for this position, please submit a cover letter, resume with salary history, and references to the contact information listed below. Any packet with missing information may not be considered. If you are selected for further consideration, we may also require you to submit proof of your qualifications.

U.S. Probation Office
Attn: Human Resources (10-106)
312 N. Spring St., 6th Floor
Los Angeles, CA 90012-4701
Fax: (213) 894-5666
Email: cacp_hr@cacp.uscourts.gov



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