

***U.S. PROBATION OFFICE***  
***Central District of California***

**Date:** October 6, 2015  
**Position Title:** Property and Procurement Specialist  
**Classification Level:** CL 25 (\$43,111 - \$70,120) or CL 26 (\$47,501 - \$77,180) D.O.E.  
**Closing Date:** October 30, 2015  
**Vacancy No.:** #16-101  
**Location (Vacancies):** Los Angeles, CA (1)

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**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.
- Assist in the research and evaluation of suppliers. Draft specifications, solicitations, and requests for qualifications/proposals.
- Serve as technical liaison between contracting and contracting office. Assist in negotiating best price for contracted services and purchases.
- Under supervisor's guidance, evaluate and monitor contract performance to ensure compliance. Assist with clarifying requirements and resolving any conflicts.
- Assist in writing and/or revising operating procedures for procurement management.
- 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.
- Assist with space construction projects.
- 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. Applicant must have at least two years of experience in procurement and property management, and have working knowledge of its procedures, guidelines, policies, practices and protocols. Applicant must have a valid driver's license. Must have exceptional organization skills with attention to detail. Must be able to physically lift and move 25 lbs. Must be able to take initiative and work independently. Strong writing, analytical and decision-making skills. Ability to communicate effectively (orally and in writing). Strong interpersonal skills in communicating with various internal and external individuals, and establishing and maintaining good relationships with outside contacts. Skill in researching and interpreting guidelines, rules, regulations and policies related to purchasing. Strong knowledge and skills in use of personal computers and software applications (i.e. Microsoft 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 a background investigation by law enforcement agencies. 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 considered for the position.

#### 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, and flexible spending accounts. Participation in the Federal Employees Retirement System-Further Revised Annuity Employee (FERS-FRAE). Up to 5% matching on retirement savings (401k equivalent). Generous accrual of paid time off.

#### **Please submit cover letter and resume with salary history to:**

U.S. Probation Office

Attn: Human Resources (#16-101)

312 N. Spring St., 6<sup>th</sup> Floor

Los Angeles, CA 90012-4701

Fax: 213/894-5666

Email: [cacp\\_hr@cacp.uscourts.gov](mailto:cacp_hr@cacp.uscourts.gov)



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