



*United States District Court
District of Alaska
222 W. 7th Avenue, Box 4, Rm 229
Anchorage, Alaska 99513
www.akd.uscourts.gov*

Position: Procurement & Financial Specialist - Job # USDC 18-11 (Permanent, Full-time)

Opening Date: November 2, 2018

Closing Date: Until filled

Starting Salary: \$44,900 - \$80,403 (CL-25/26)* with promotion potential without further competition
*Salary determined by qualifications and experience

Location: Anchorage, Alaska

This position is located in the Clerk's Office of the United States District Court. It is a shared services position, which provides support to the United States District Court and United States Probation & Pretrial Services Office, including divisional offices in Fairbanks, Juneau, Ketchikan and Nome. The incumbent is responsible for assisting in the financial operations of the court to include procuring supplies, equipment, miscellaneous services, facilities management and financial and accounting activities.

REPRESENTATIVE DUTIES:

- Procure supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids or existing government contracts. Plan and coordinate time and deliver of purchases.
- Assess requests for goods and services by ensuring that they are allowable under limitations, restrictions, and policies, as well as determining availability of funds. Review account records of each functional allotment and reconcile accounts. Ensure that accounts have funds available for items being purchased. Prepare spreadsheets to track certain expenditures.
- Order repairs and oversee maintenance on office equipment, including monthly meter reading for all leased copiers.
- Adhere to the Guide to Judiciary Policy and Judiciary Procurement Program Procedures for procurement practices and all financial and accounting duties and responsibilities.
- Identify and maintain lists of vendors and sources of supply for goods and services. Review, evaluate, verify, and process invoices and prepare payment requests. Serves as the court's vendor administrator for adding and monitoring vendors in JIFMS.
- Assist in maintaining, reconciling and reviewing accounting records, consisting of a cash receipts journal, registry funds, and deposit funds, as well as subsidiary ledgers for allotments and other fiscal records. Assist in the preparation, update, examination and analysis of a variety of regular and non-standard reports as requested.
- Assist with 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, when necessary.
- Monitor project work. Assess, document, prioritize, and respond to project problems.
- Perform other duties as assigned.

QUALIFICATIONS:

To qualify for this position, an individual must have a high school diploma or equivalent; a bachelor's degree from an accredited institution in accounting, finance or closely-related field is preferred, but not required. Prospective candidates should have at least two years of general experience, and at least two years of specialized experience as defined below.

The incumbent must demonstrate the ability to work with all levels of staff in an organized and professional manner, foster collaboration and teamwork skills, demonstrate exceptional knowledge and judgment, and have the ability to effectively communicate both orally and in writing.

General experience:

Progressively responsible clerical, office or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

Specialized experience:

Progressively responsible clerical or administrative experience that is in, or closely related to, the work of the position and which has demonstrated the particular knowledge, skills, and abilities to successfully perform the duties of the position and involves the routine use of automated software and keyboarding for word processing, data entry and report generation.

BENEFITS:

Employees of the U.S. District Court are entitled to benefits, which include participation in the Federal Employees Retirement System, Thrift Savings Plan, choice of a health benefit plan from several options, dental, vision, life insurance, long term disability, long term care, annual/sick leave, federal holidays, and periodic salary increases.

APPLICANT INFORMATION:

Applications will be screened for qualifications and the best qualified applicants will be invited for a personal interview. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. Applicant must be a United States citizen or eligible to work in the United States. Employees are "At Will" and are not covered by the Office of Personnel Management's civil service classifications or regulations. All employees are required to adhere to the Code of Conduct for judicial employees. The successful candidate for this position is subject to a background check. This position is subject to mandatory electronic fund transfer (direct deposit) participation for net pay.

APPLICATION PROCEDURE:

Qualified candidates may apply by e-mailing the following:

- a copy letter stating the reason for your interest in the position
- resume outlining work history
- AO-78, [Application for Federal Employment](#)
- send as a **single .pdf document** to: HR@akd.uscourts.gov

Incomplete applications may not be considered.

The Court 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 District Court is an Equal Opportunity Employer