



UNITED STATES DISTRICT COURT

Northern District of Illinois, Chicago

Human Resources Office, Room 1574
219 South Dearborn Street, Chicago, Illinois 60604
www.ilnd.uscourts.gov

NOTICE OF POSITION VACANCY

Date: August 29, 2016
Job Announcement No.: 2016-25
No. of Vacancies: Two
Position Title: Space and Facilities/Procurement Specialist

Grade Range: CL 25-01 to CL 26-61
Salary Range: \$42,969- \$76,902
Closing Date: September 12, 2016

To apply: Applicants must submit a cover letter, resume and application to the Human Resources Department by Monday, September 12, 2016. For further information, please see directions under "Notice to Applicants" listed below.

POSITION OVERVIEW

The United States District Court for the Northern District of Illinois is currently accepting applications for two Space and Facilities/Procurement Specialists. This position is located in the office of the Clerk of Court and report directly to the Space and Procurement Administrator. The Space and Facilities/Procurement Specialist perform and coordinate administrative, technical, and professional work related to day-to-day building management issues, space planning, space and facilities projects, and ensuring that court units are supplied with the materials, equipment, and services required to function optimally, including ensuring compliance with the appropriate guidelines, policies, and approved internal controls.

POSITION DUTIES AND RESPONSIBILITIES

The Space and Facilities/Procurement Specialist performs the following duties:

- Monitor, coordinate, and react to day-to-day facilities management issues, which may involve structures, building systems, technology, grounds, security and space planning.
- Procure supplies, equipment, services, and furnishings from government/non-government sources through new contracts, competitive bids or existing governments contracts. Procure reimbursable work authorizations to the General Services Administration (GSA). Work with GSA, project architects, and government/non-government sources to ensure project completion. Plan and coordinate time and delivery of purchases/projects. Review, evaluate, verify, and process invoices and prepare payment requests.
- Monitor project work. Assess, document, prioritize, and respond to project problems. Attend or participate in project or construction meetings as a representative of or advisor to the court's management team. Design space and furniture plans to optimize space utilization. Prepare or obtain drawings.
- 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 accounting records of each functional allotment and reconcile accounts. Ensure 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. Maintain files related to facilities management, space planning, and space and facilities projects.
- Adhere to the *Guide to Judiciary Policies and Procedures*, and *Judiciary Procurement Program*

Procedures on procurement procedures. Adhere to *Guide to Judiciary Policies and Procedures* and *U.S. Courts Design Guide* on space and facilities procedure. Adhere to court unit's internal control procedures.

- Perform other duties as assigned.

JOB REQUIREMENTS AND QUALIFICATIONS

Applicants should have knowledge of procurement procedures and skill in completing various forms used in the procurement process; the ability to read and interpret policies and procedures imposed by authorities on procurement practices; ability to identify and negotiate with vendors for procuring equipment and supplies; must be able to demonstrate strong customer service skills to communicate with staff and vendors in accomplishing assigned tasks. Record keeping skills are important for maintaining records of expenditures and a variety of other procurement documents. Strong organizational and project management skills are required in order to oversee building maintenance, equipment installation, and other projects. The incumbent will be required to perform regular lifting of boxes in excess of 50 pounds.

COMPENSATION

Compensation and classification level will be set based on the work experience, qualifications, and salary history of the successful candidate. To qualify at a CL 25, applicants must have one year of specialized experience equivalent to work at the CL 24 level. To qualify for a CL 26, applicants must have one year of specialized experience equivalent to a CL 25. **Specialized experience is:**

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.

EMPLOYEE BENEFITS

Benefits information may be viewed at: www.ilnd.uscourts.gov/home/clerksoffice/hr/Benefits.aspx

NOTICE TO APPLICANTS

Applicants must submit a cover letter, resume and application to the Human Resources Department by September 12, 2016.

Due to the volume of applications received, the Court will only communicate with those applicants who will be interviewed. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

Prior to appointment, the finalist candidate will be required to satisfactorily complete a criminal background investigation. The Court requires employees to adhere to a Code of Conduct which is available upon request. Direct deposit is required for payment of compensation for employees. Job announcements and employment applications may be obtained by visiting our web site at: www.ilnd.uscourts.gov/home/clerksoffice/hr/Job-Opportunities.aspx Please send your cover letter, application and resume to: human_resources_ilnd@ilnd.uscourts.gov or fax to: 312-554-8674

Employees of the District Court, Northern District of Illinois are excepted service appointments. Employees are considered at-will and are not covered by federal civil service classifications or regulations. Applicants must be U.S. citizens or eligible to work in the United States.

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.