



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:	January 10, 2025	Grade Range:	CL 26-01 to CL 27-61
Job Announcement No.:	2025-18	Salary Range:	\$60,186 to \$107,482
No. of Vacancies:	One	Closing Date:	January 24, 2025
Position Title:	Procurement Specialist II		

The United States District Court, Northern District of Illinois, is now accepting applications for a Procurement Specialist II. Consideration will only be given to those who apply through the court's online applicant tracking system and submit a cover letter, resume, and two professional references. To apply, please see "Notice to Applicants" listed below.

Applicants who previously applied for the Procurement Specialist II 2024-59, 2025-2 and 2025-12 position will be considered and do not have to re-apply.

POSITION OVERVIEW

The United States District Court for the Northern District of Illinois is currently accepting applications for a Procurement Specialist II. This position is located within the Clerk's Office and reports directly to the Procurement Administrator. The Procurement Specialist II performs and coordinates administrative, technical, and professional work related to ensure that the Court and Clerk's Office are supplied with the materials, equipment, and services required to function optimally. Procurement Specialists II perform advanced procurement activities requiring advanced knowledge of procurement policies and practices. Advanced procurement activities include preparing complicated specifications, negotiating service contracts, and preparing significant and large purchase orders.

POSITION DUTIES AND RESPONSIBILITIES

The Procurement Specialist II performs the following duties:

- Procure supplies, equipment, services, and furnishings from government/non-government sources through new contracts, competitive bids, or existing government contracts.
- Review, evaluate, verify, and process invoices and prepare payment requests.
- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production, and distribution capabilities as well as their reputation and history. Prepare specifications, solicitations, and requests for qualifications/proposals; research products and equipment; prepare product/equipment specifications.
- Obtain and review competitive bids, quotes, and proposals from vendors and contractors; discuss evaluations and review with requesters and subject matter experts.
- 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.
- Audit and prepare payment vouchers for the Financial, Jury, Procurement, Interpreter, and the Court Reporter Departments. Ensure compliance with the Judiciary Policy and Procedures.
- Prepare vouchers in the courts Financial Accounting System (JIFMS). Generate standard reports from databases and computerized systems.
- Identify and maintain lists of vendors and sources of supply for goods and services.
- Adhere to the Guide to Judiciary Policies and Procedures, and Judiciary Procurement Program Procedures on procurement procedures.
- Adhere to court unit's internal control procedures.
- Perform other duties as assigned.

JOB REQUIREMENTS AND QUALIFICATIONS

Candidates must have one year of progressively responsible experience that provides evidence that the applicant has a good understanding of the methods and processes for accomplishing the work of Procurement. Candidates must have the ability to communicate effectively both verbally and in writing with requesters and vendors. Excellent customer service skills, and resolving difficulties while complying with regulations, rules, and procedures. Ability to maintain confidentiality and work in a team setting is required. Knowledge of general government procurement policies and procedures. Knowledge of the court unit's needs and usage of supplies, equipment, and services. Knowledge of financial systems and protocols needed to maintain purchase order information and invoice payment processing. Skill in preparing requests for qualifications/proposal/quotation documents. Skill in completing various forms used in the procurement process and maintaining related records. Skill in planning and coordinating time and delivery of purchases. Skill in researching and interpreting guidelines, rules, regulations, and policies related to purchasing. Ability to interpret and implement federal judiciary guidelines and policies on purchasing. Ability to obtain Contracting Officer Contracting Program certification. The successful candidate must be able to display professional and positive demeanor and appearance appropriate for a court environment (business/office wear-professional). The selected candidate will be subject to an FBI fingerprint check as a condition of employment and may be subject to periodic updates.

A Bachelor's degree from an accredited four-year college or university in a field of academic study closely related to the position, such as Business or Finance is preferred. Previous government purchasing experience is preferred. Knowledge of accounts, procedures, and applicable financial automated systems of the judiciary is preferred.

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 26, applicants must have one year of specialized experience equivalent to a CL 25. To qualify at a CL 27, applicants must have two years of specialized experience, including at least one year equivalent to work at the CL 25 or completion of the requirements for a bachelor's degree from an accredited college or university and if one of the following superior academic achievement requirements are met:

- An overall "B" grade point average equaling 2.90 or better of a possible 4.0;
- Standing in the upper third of the class;
- "3.5" average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology;
- Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than

Freshman Honor Societies;

- Completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in business or public administration, political science, criminal justice, law or other field closely related to the subject matter of the position.

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

The United States District Court offers a generous benefits package to full-time, permanent employees, which includes:

- Paid leave time for federal holidays, vacation, sick, and Parental Leave
- Medical, dental, vision insurance
- Access to an infant and toddler care near the Courthouse
- The Public Service Loan Forgiveness Program is available to full-time employees with qualifying student loans
- Life insurance
- Thrift Savings Plan with matching funds (401k & Roth 401k style)
- Participation in Federal Employees Retirement System
- Health, dependent care, and parking reimbursement programs
- Public Transit Subsidy Program
- Onsite employee gym
- Employee Assistance Program, which provides free counseling, financial assistance, and basic legal services

Further details regarding Federal benefits may be viewed at: [ILND Benefits](#)

NOTICE TO APPLICANT

Consideration will only be given to those who apply through the Courts' online applicant tracking system and provide a cover letter, resume and two professional business references by 11:59pm CST on January 24, 2025. To view openings and to apply, visit our applicant tracking system at: [ILND Jobs](#)

Due to the volume of applications received, the Courts will only communicate with those applicants who will be interviewed. Applicants selected for interviews will be communicated to only through email and must travel at their own expense and relocation expenses will not be reimbursed. Applicants will be screened to determine their experience and qualifications.

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 Courts, 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.

This is a high-sensitive position within the Judiciary. The U.S. Court of Appeals for the Seventh Circuit and the U.S. Northern District of Illinois requires employees to follow the Code of Conduct for Judicial Employees. Reference checks with current and former employers will be conducted. Only qualified applicants will be considered for this position. A preliminary background investigation with law enforcement agencies, including fingerprint and criminal record check will be conducted as a condition of employment. Employment is provisional pending the successful completion of a ten-year, full field OPM background investigation, and favorable suitability determination. Investigative updates will be additionally required every five years. Unsatisfactory

results may result in termination of employment. Direct deposit is required for payment of compensation for employees. Employees of the Courts are excepted service appointments. Employees are considered at-will and are not covered by federal civil service classifications or regulations.

Diversity is important to the Judiciary. It is an essential component of services that the Judiciary is charged with providing to maintain justice, equality, fairness, respect, and dignity in society. To fulfill its duties, the Judiciary must include all members of society—not just regardless, but also inclusive of race, gender, disability, and the many other variables that make up the citizens of our nation. The Judiciary has a duty to promote a fair, just, and sustainable model of inclusive democracy and social justice that surpasses any governmental entity in the history of this nation or of any other nation.

In order to be eligible for employment, applicants must meet one of the following requirements:

- (1) U.S. citizen;
- (2) Person who owes allegiance to the U.S. (i.e., nationals of American Samoa, Swains Island and the Northern Mariana Islands);
- (3) Person admitted as a refugee or granted asylum who has filed a declaration of intention to become a lawful permanent resident and then a citizen when eligible; or
- (4) Lawful permanent resident (i.e., green card holder) who is seeking citizenship. A lawful permanent resident "seeking citizenship":
 - a. May not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen);
 - b. Must apply for citizenship within six months of becoming eligible; and
 - c. Must complete the process within two years of applying (unless there is a delay caused by the processors of the application).

The Courts reserve 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.

INFORMATION ABOUT THE OFFICE LOCATION

The office of the U.S. Court of Appeals for the Seventh Circuit and the U.S. Northern District Court of Illinois is located in Chicago, Illinois. Also known as “The Windy City,” Chicago is the third most populous city in the U.S. with over 2.7 million inhabitants and nearly 10 million people living in the Chicago metropolitan area. With Lake Michigan as its eastern border, Chicago covers more than 237 square miles.

Chicago is home to numerous museums and cultural institutions including Art Institute of Chicago, Field Museum, Museum of Science and Industry, Shedd Aquarium, and Adler Planetarium. A center of art and culture, Chicago has over 200 theaters, nearly 200 art galleries, and more than 7,300 restaurants.

Known for its magnificent skyline, Chicago is home to buildings designed by some of the world’s most renowned architects including Daniel Burnham, Louis Sullivan, Frank Lloyd Wright, and Mies van der Rohe, who designed the Dirksen Courthouse.

Major Chicago universities include University of Chicago, Northwestern University, Loyola University, University of Illinois Chicago, DePaul University and Illinois Institute of Technology. Professional Chicago sports teams include the Bulls (NBA), Sky (WNBA), Bears (NFL), Cubs (MLB), White Sox (MLB), Fire (MLS), Chicago Blackhawks (NHL) and Red Stars (NWSL). Chicago is a major world finance center; the Federal Reserve Bank of Chicago, NYSE Chicago, the Chicago Board Options Exchange and the Chicago Mercantile Exchange are within blocks of the Courthouse. Chicago is also home to three international airports including O’Hare International Airport, among the busiest airports in the world.