



District Court of the Virgin Islands Vacancy Announcement Career Opportunity Number: 2019-001

- Position:** Procurement and Financial Specialist
Location: Clerk's Office, U.S. Virgin Islands
Salary: CL 25/26 (\$40,464 – \$72,458) (based on experience; plus Cost-of-Living Allowance, currently at 12.80%); *with promotion potential to CL26 or CL 27, without further advertisement.*
Open: June 19, 2019
Close: Open until filled, *first preference given to applicants who apply by July 3, 2019.*
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A wonderful opportunity is available to join the dynamic team of the Clerk's Office of the District Court of the Virgin Islands, District and Bankruptcy Court! Applications are being accepted for a full-time Procurement and Financial Specialist. The position is open to all qualified U.S. citizens. The type of appointment is of permanent status.

Position Overview:

This position is located in the Clerk's Office, District Court of the Virgin Islands, District and Bankruptcy Court and reports to the Financial Supervisor and/or Clerk of Court. The Procurement and Financial Specialist may be the sole procurement staff member and performs and coordinates administrative, technical, and professional work related to 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.

The Procurement and Financial Specialist purchases supplies, equipment, and furnishings within a set dollar amount. In addition, the incumbent is required to maintain service contracts pursuant to applicable requirements and guidelines and perform financial duties as assigned in accordance with court policies and approved internal controls.

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 delivery 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 accounting records of each functional allotment and reconcile accounts. Ensure

that accounts have funds available for items being purchased and enter general payment vouchers.

- Track expenditures and ensure files are established and maintained for every solicitation, contract, and purchase action. Prepare spreadsheets and maintain databases to track expenditures.
- Adhere to the Guide to Judiciary Policies and Procedures and Judiciary Procurement Program Procedures on procurement practices. Adhere to the court unit's internal control procedures. Assure compliance with procurement guidelines, policies, and internal controls.
- Identify and maintain lists of vendors and sources of supply for goods and services. Review, evaluate, verify, and process invoices and prepare payment requests. Update the inventory listing of property and conduct inventory reconciliations. Serve as the Court's vendor administrator for adding and monitoring vendors in JIFMS.
- Obtain and maintain Contracting Officer certification by completing initial training requirements and biennial continuing education requirements as certified by the Procurement Liaison Officer. As Contracting Officer, process and sign purchase orders and contracts for the purchase of products and services. Ensure purchase is authorized, funding is available, the appropriate delegations of authority exist, and adequate competition took place in accordance with the estimated dollar value of the procurement. Provide contract administration and oversight.
- Perform asset inventory using both manual and automated inventory tracking tools. Identify and recommend the disposal of excess property following applicable guidelines and policies. Prepare purchase orders at reorder levels.
- Make procurement recommendations to the court unit executive. Recommend cyclical replacement of accountable property.
- Obtain and review competitive bids, quotes, and proposals from vendors and contractors, discuss evaluations and review with requestors and subject matter experts, as possible.
- Establish and maintain sound professional relationships with suppliers. Maintain service contracts and resolve issues (e.g., pricing, quality, timing, claims, contract disputes, etc.) associated with terms and conditions of service agreements.
- Assist in maintaining, reconciling and reviewing accounting records, including cash receipt journals, 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 routine and non-standard reports as requested.
- Maintain control over unit cash registers, including distributing funds to cashiers, as well as collecting and balancing cash drawers daily. Conduct quality reviews and provide training to cashiers regarding practices and procedures for financial transactions. Count monies received and process receipts and deposits in appropriate bank accounts.

- Process and pay bills and invoices incurred in court units. Perform reconciliation of monies deposited, transferred, and disbursed by the court unit. Calculate, prepare, and issue bills, invoices, account statements, and other financial statements according to established procedures.
- Process victim restitution payments, including processing incoming checks; compiling necessary information; producing and mailing payments; maintaining ledger of restitution payments and ensuring that victims receive payments; processing returned checks and returned mail; and, providing customer service to victims and their representatives. Work with U.S. Attorney's Office to reconcile criminal debt accounts and receivable records.
- Process vouchers and payments for Criminal Justice Act panel attorneys, jurors, trustees, and other similar vouchers. Receive, review, and prepare payment vouchers; and, enter data into automated accounting systems.
- Receive, review, and process travel vouchers and travel advance requests from court units. Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes. Communicate with individuals in court units to respond to questions, problems, insufficiencies with voucher submissions, and the status of payment of vouchers.

To qualify at level CL 25:

One year of specialized experience equivalent to work at CL-24, high school graduation or equivalent, and two years general experience are required.

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 provided knowledge of the rules, regulations, practices and principles of procurement administration and/or accounting; and that involved the routine use of automated procurement and accounting systems or other computer-based systems and applications such as word processing, spreadsheets or databases.

To qualify at level CL 26:

Two years of specialized experience equivalent to work at CL-25, high school graduation or equivalent and two years general experience are required.

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 provided knowledge of the rules, regulations, practices and principles, of procurement administration and/or accounting; and involved the routine use of automated procurement and accounting systems or other computer-based systems and applications such as word processing, spreadsheets or databases.

Experience Substitutions:

Excess specialized experience may be substituted for required general experience.

Educational Substitutions:

Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience. Education may not be substituted for specialized experience because court support positions require hands-on experience to be credited as specialized experience.

Court Preferred Skills/Experience:

A Bachelor's Degree from an accredited institution in Accounting, Finance, Financial Management, or other closely related field is preferred. Experience with contracting, inventory management, bookkeeping, accounts payable and/or financial management systems preferred. Prior judiciary experience is also preferred.

Required Competencies (Knowledge, Skills and Abilities):

Procurement

Knowledge of procurement and property management procedures, guidelines, policies, practices, and protocols used within the judiciary. 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 recordkeeping for maintaining records of expenditures and a variety of other procurement documents. Skill in preparing specifications, solicitations, and requests for quotation documents. Skill in preparing requests for proposal documents. Skill in preparing requests for qualification 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 regarding purchasing. Ability to obtain and maintain Contracting Officer Contracting Program certification by completing initial training requirements and biennial continuing education requirements as certified by the Procurement Liaison Officer.

Finance

Knowledge of judiciary policies, practices, regulations, and terminology related to court administration financial transactions (such as trustee payments, payment of Criminal Justice Act panel attorneys, travel expense reimbursement, victim restitution, criminal debt management, and payment for procured goods and services). Knowledge of basic accounting principles, internal controls, and separation of duties. Knowledge of financial systems and how to use automated systems to perform day-to-day activities. Knowledge of the accounts, procedures, and applicable financial automated systems of the judiciary. Skill and accuracy in working with numerical calculations. Skill in bookkeeping principles and practices. Ability to understand relationships among accounts and how financial procedures relate to the overall business of the court unit. Ability to recognize errors and their probable causes. Ability to follow detailed instructions and multitask. Ability to meet established deadlines and commitments.

Court Operations

Knowledge of the functions and procedures of the court unit.

Judgment and Ethics

Knowledge of, and compliance with, the [*Code of Conduct for Judicial Employees*](#) and court confidentiality requirements. Ability to consistently demonstrate sound judgment and high ethical standards.

Written and Oral Communications/Interaction

Ability to communicate effectively (orally and in writing) with requesters and vendors, providing customer service, and resolving difficulties while complying with regulations, rules, and procedures. Ability to communicate with requesters to determine actual needs; ability to communicate whether proposed purchases will meet those needs.

Information Technology and Automation

Skill in the use of automated equipment including word processing, spreadsheet, and database applications, as well as financial and accounting systems, databases and systems used for tracking inventory, preparing purchase orders, and other systems related to procurement activities. The

position requires excellent data entry skills and experience in a wide-range of computer applications, i.e. Microsoft Word, Microsoft Excel, Adobe, and other computer skills.

Complexity and Decision Making

The position involves gathering and analyzing information to make routine purchases of supplies, equipment, and furnishings. Decisions are required based on knowledge of the policies, practices, and guidelines related to purchasing supplies, equipment, and furnishings within the court. Employees in these positions usually develop options and recommend a course of action based on their experience and expertise in their particular subject area.

Work Environment and Physical Demands

Work is performed in an office setting and may occur at off-site meeting locations or temporary duty stations; may be required to regularly lift boxes and move furniture and equipment.

Benefits:

A generous benefits package available to full-time permanent employees includes:

- A minimum of 10 paid holidays
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days after three years, and 26 days after fifteen years
- Paid sick leave in the amount of 13 days per year
- Optional participation in choice of Federal Employees Health Benefits
- Optional participation in Federal Employees Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in Long-Term Care Insurance
- Retirement benefits in the Federal Employees Retirement System (FERS)
- Thrift Savings Plan
- Eligible for private long-term disability plan options

Conditions of Employment:

Applicants must be U.S. citizens or eligible to work in the United States.

This position is subject to mandatory electronic funds transfer (direct deposit) for salary payment. Appointment is provisional and contingent upon successful completion of a favorable suitability determination, reference check, and a ten-year background investigation (which includes a Federal Bureau of Investigation (FBI) fingerprint check) with periodic updates every five years thereafter. Judiciary employees serve under excepted appointments and are considered “at will” and can be terminated with or without cause by the Court. Employees are required to adhere to the [*Code of Conduct for Judicial Employees*](#) and court confidentiality requirements. Appointee may be

removed from this position for failure to perform at a satisfactory level following reasonable on-the-job training.

Application Requirements:

Qualified applicants should submit a letter of interest demonstrating the applicant's professional accomplishments. Qualified applicants must also submit a resume detailing qualifications, skills and experience necessary to perform the duties of the position. In addition, qualified applicants are also required to list three (3) employment references of past supervisors with contact information, along with a completed [*Application for Judicial Branch Employment \(AO 78\)*](#).

Application Procedure:

Include all required documents in one pdf file and email to viclerk@vid.uscourts.gov. The subject line should state Procurement and Financial Specialist. Submissions that do not include all the requested documents in the requested format will not be considered.

Participation in the interview process will be at the applicant's own expense, and relocation expenses will not be provided. Due to the high volume of applications anticipated, the Court will only contact applicants selected for interviews. Please DO NOT CALL OR EMAIL the Court inquiring about the position.

The District Court of the Virgin Islands reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice.

**THE DISTRICT COURT OF THE VIRGIN ISLANDS
IS AN EQUAL OPPORTUNITY EMPLOYER.**