

**UNITED STATES BANKRUPTCY COURT**  
Southern District of Indiana  
Indianapolis Division

**PROCUREMENT/ACQUISITIONS SPECIALIST**

**Salary: CPS 25/26 (\$40,765 - \$72,998) dependent on qualifications and experience**

**APPLICATION DEADLINE: April 5, 2019**

The United States Bankruptcy Court is accepting applications for a Procurement/ Acquisitions Specialist. The position will be based in Indianapolis and will report to the Financial Supervisor. The incumbent will perform administrative, technical, and professional work ensuring the court unit is provided with supplies, materials, equipment, and services required for optimal functionality. Applicants should have excellent administrative, organizational, professional and interpersonal skills with the ability to communicate effectively both orally and in writing. A solid command of grammar, spelling, punctuation and proofreading are required. Applicants should be capable of multi-tasking in a demanding environment where attention to detail, timeliness and confidentiality are essential.

Duties include purchasing supplies, equipment, and furnishings from government and non-government sources; assessing requests for goods and services by ensuring they comply with appropriate guidelines, policies and internal controls; researching and evaluating suppliers; preparing purchase orders; ordering repairs and overseeing maintenance of office equipment; properly disposing of excess or surplus court personal property.

### **QUALIFICATIONS**

Applicant must be a U.S. Citizen or eligible to work in the United States. Candidate must be a high school graduate, or equivalent. A college or secondary degree in a business-related field is highly desirable, and a bachelor's degree is preferred. Preference will be given to those with procurement or financial experience. One year of specialized experience is required to qualify for the CL 25. Two years of specialized experience is required to qualify for the CL 26.

### **HOW TO APPLY**

Resumes should be mailed to: [HRDept@insb.uscourts.gov](mailto:HRDept@insb.uscourts.gov). E-mailed documents must be in Word or PDF format. Zip files will not be accepted. Due to the anticipated number of applications, only the best qualified applicants will be contacted for a personal interview. **Faxed and mailed résumés will not be accepted. The application deadline is April 5, 2019.**

To be considered for this position, candidates must submit their resume in the manner prescribed above.

*The Court is an Equal Opportunity Employer. Applicants are subject to a complete FBI fingerprint check and background investigation. Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. The United States Bankruptcy Court is a smoke-free environment. Please note that federal judicial employees are governed by certain ethical guidelines that prohibit engaging in any political activities, whether partisan or nonpartisan.*