

UNITED STATES BANKRUPTCY COURT

Southern District of Indiana
Indianapolis Division

PROCUREMENT & FACILITIES SPECIALIST

Salary: CPS 26/27 (\$53,315 - \$95,202) dependent on qualifications and experience.
APPLICATION DEADLINE: Open until filled with first preference given to those applying before March 15, 2024

The United States Bankruptcy Court is accepting applications for a Procurement & Facilities Specialist. The position will be based in Indianapolis and will report to the Administrative Manager. The incumbent will perform duties which ensure the court unit is provided with supplies, materials, equipment, and services to function optimally. The incumbent assists in performing administrative and technical work related to procurement, day-to-day building management issues, and space and facilities projects.

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; monitoring and coordinating facilities management issues, and maintaining files related to facilities management, space planning, and space and facilities projects. The position will include accounts payable, and the selected person will also be required to become a contracting officer.

QUALIFICATIONS

Applicant must be a U.S. Citizen or eligible to work in the United States and be a high school graduate, or equivalent. A minimum of two years of specialized experience is required which demonstrates progressively responsible clerical or administrative experience that is in, or closely related to, the work of the position and which has demonstrated the knowledge, skills, and abilities to perform the position's duties successfully. The position requires 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. A college or secondary degree in a business-related field is highly desirable, and a bachelor's degree is preferred.

HOW TO APPLY

Resumes should be mailed to: HRDept@insb.uscourts.gov with Procurement/Facilities Specialist in the subject line. 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 is open until filled with preference given to those filed before March 15, 2024.** To be considered for this position, candidates must submit the entire application package in the manner prescribed by the instructions.

INFORMATION FOR APPLICANTS

The United States Bankruptcy Court is part of the Judicial Branch of the United States government. Employees are not part of the Office of Personnel Management's civil service classifications or regulations and are classified as at will employees. This position is subject to mandatory electronic funds transfer participation for payment of net pay.

BENEFITS:

Judicial Branch employees are "at will" employees and are not subject to the employment regulations of competitive service. However, judiciary employees are entitled to benefits similar to those of other government employees including paid annual and sick leave, eleven paid holidays per year, health and life insurance, a flexible benefits program, participation in the Thrift Savings Plan (similar to a 401K plan, with employer matching) as well as participation in the Federal Employees Retirement System, flexible work schedule, and a professional environment. Salary will be based on experience and qualifications.

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 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.