



UNITED STATES DISTRICT COURT MIDDLE DISTRICT OF NORTH CAROLINA

VACANCY ANNOUNCEMENT

POSITION:	Assistant Finance and Procurement Specialist
ANNOUNCEMENT:	22-02
LOCATION:	Greensboro, NC
CLASSIFICATION LEVEL/SALARY:	CL 23 (\$35,788 - \$58,169) <i>Depending on experience and qualifications.</i>
TERM:	Permanent
CLOSING DATE:	Open until filled <i>Priority consideration will be given to applications received by August 02, 2022.</i>

POSITION DESCRIPTION

The Clerk of the United States District Court for the Middle District of North Carolina in Greensboro is accepting applications for the position of **Assistant Finance and Procurement Specialist**. The Assistant Finance and Procurement Specialist is an employee of the clerk's office, whose duty station is in Greensboro, N.C. The Assistant Finance and Procurement Specialist provides support to the court's finance and procurement office in accordance with approved internal procedures and policies. The incumbent assists other financial staff by reviewing specific documents and entering financial transactions. The Assistant Finance and Procurement Specialist performs a combination of manual and clerical work for managing supplies, shredding bins, furniture moves, and repair projects.

REPRESENTATIVE DUTIES

- Assists with financial duties, including scanning of financial documents and assisting with the data entry of approved invoices for payment.
- Manages the inventory and organization of supplies. Ensures that adequate supplies are available and procures supplies when needed. Issue and deliver materials and supplies to requesting offices.
- Assists with space and facilities as needed, including the maintenance of shredding/recycling bins, escorting contractors for project work, and maintaining mail meters.
- Report maintenance and repair problems to the General Services Administration (GSA).
- Assists with furniture moves, court event setups, and repair projects throughout the clerk's office and courthouses.
- Perform other duties as assigned.

QUALIFICATIONS

To qualify a person must be a high school graduate or equivalent. To qualify for this position, person must also demonstrate that he/she possesses:

- General understanding of financial transactions, and the ability to learn responsibilities specific to the court.
- Skill and accuracy in working with numerical calculations.
- Strong organizational skills.
- Ability to follow detailed instructions and multitask.
- Knowledge and skill in the use of software and keyboarding for data entry, email, and report generation, especially Microsoft software.
- Skill in the use of standard office equipment. Ability to communicate effectively (orally and in writing).
- The ability to work both independently and as part of a team.
- Superior work ethic and a positive, "can do" attitude.
- Be self-motivated.
- Strong interpersonal skills.

PHYSICAL REQUIREMENTS

Work is performed in an office setting. Work requires the regular lifting of boxes and moving of furniture and equipment.

BENEFITS

Federal benefits include eleven paid holidays, paid vacation and sick leave, participation in the Federal Employees Retirement System and matching and tax-deferred Thrift Savings Plan. Optional participation in Federal Health Insurance, Federal Group Life Insurance Program, Flexible Benefits Program, Federal Judiciary Long Term Care Insurance Program, and private long term disability insurance.

INFORMATION FOR APPLICANTS

The United States District Court requires employees to adhere to a code of conduct which is available on the judiciary's web site at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct>. As a condition of employment, the final candidate will be subject to a background investigation. This position is subject to mandatory electronic funds transfer (direct deposit) of federal wages for court employees.

Due to the volume of applications received, only the best qualified applicants will be invited for personal interviews. The United States District Court is a smoke-free environment. Applicants must be U.S. citizens or eligible to work in the United States.

TO APPLY:

Submit resume, a completed Application for Federal Employment ([AO-078.pdf \(uscourts.gov\)](#)), and a cover letter (all in PDF format) stating the reasons for your interest in the position to:

ncmdml_persnml@ncmd.uscourts.gov.

*Travel and relocation expenses will not be reimbursed.

The United States District Court is an Equal Opportunity Employer.