



UNITED STATES DISTRICT COURT MIDDLE DISTRICT OF NORTH CAROLINA

VACANCY ANNOUNCEMENT

Announcement Number: **25-02**

Opening Date: **June 3, 2025 (repost)**

Closing Date: **Open until filled**

Priority will be given to applications received by June 17th, 2025.

PROCUREMENT AND FACILITIES SPECIALIST

DUTY STATION: GREENSBORO, NC

CL 24 (\$44,259 – \$71,932)

*Promotion up to CL 25 may occur
without further posting or competition.*

POSITION DESCRIPTION

The Clerk of the United States District Court for the Middle District of North Carolina is accepting applications for the position of **Procurement and Facilities Specialist in Greensboro, N.C.** The Procurement and Facilities Specialist provides support to the court's finance, procurement, and facilities office in accordance with approved internal procedures and policies. The incumbent assists other financial staff by reviewing specific documents and entering financial transactions. The Procurement and Facilities 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, assisting with the data entry of approved invoices for payment, processing of travel vouchers (creating and amending travel obligations), opening/closing of vault, and reconciling reports.
- Manages the inventory and organization of supplies. Ensures that adequate supplies are available and procures supplies when needed. Issues and delivers materials and supplies to requesting offices.
- Manages maintenance of shredding/recycling bins, escorting contractors for project work, coordinates moving assignments, maintains tracking list for all space/facilities activities; maintains tracking, follow-up, and resolve of space/facilities issues and tracks mail usage amounts and postage meter balances.
- Reports 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.

- Assists with budget projections, obtains estimates, and will be required to acquire/maintain Level 1 Contracting Officer credential.
- Perform other duties as assigned.

REQUIRED QUALIFICATIONS

To qualify, a person must be a high school graduate or equivalent and 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.
- Ability to lift 30lbs.

PREFERRED QUALIFICATIONS

- Experience in public sector procurement.
- Experience with automated financial systems.
- Bachelor's degree in a related field.

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. A comprehensive summary of benefit information is available for review via [Benefits | United States Courts \(uscourts.gov\)](http://www.uscourts.gov/benefits).

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>. This position is subject to mandatory electronic funds transfer (direct deposit) of federal wages for court employees.

The selectee for this position is subject to a criminal record check and satisfactory adjudication by the employing office to be eligible for employment. Due to the sensitivity level of this position, candidates may be asked about their criminal history prior to receiving a tentative offer of employment. Candidates completing the AO-78 must complete questions 18-20 regarding their criminal history. Criminal history is not in itself disqualifying. All available information, past and present, favorable, and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. Providing false and/or misleading information may be grounds for removal from the application and selection process, as well as disciplinary action if discovered after an individual's date of hire.

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:

To apply for this position, qualified applicants should submit: 1) a completed [Application for Federal Employment](#) 2) a cover letter addressing qualifications and relevant experience; and 3) a chronological résumé including education, employment, and salary history. The completed package as a single pdf file should be submitted electronically to ncmdml_persnnl@ncmd.uscourts.gov.

*Interview and relocation expenses are not reimbursable.

The United States District Court is an Equal Opportunity Employer.