



United States Bankruptcy Court Northern District of Georgia

VACANCY ANNOUNCEMENT

Position:	Facilities and Procurement Specialist
Location:	Atlanta, GA
Opening Date:	October 19, 2016
Closing Date:	November 15, 2016 or until filled
Salary:	CL 26 - 28 based upon qualifications (\$45,113 - \$96,560)

Overview: The United States Bankruptcy Court for the Northern District of Georgia covers 46 counties and maintains offices in Atlanta, Newnan, Gainesville and Rome. Clerk's office staff supports the work of nine Judges and approximately 100 staff members. The Facilities and Procurement Specialist will serve as the primary point of contact for all space and facilities matters in the Atlanta office and will often be involved in such matters for the other three divisional offices. The incumbent may also cover significant duties in the areas of procurement and will have a more limited role in the areas of finance and accounting.

Description of Duties

Space & Facilities

- Monitor routine space and facilities management issues for the Atlanta office, communicating with the General Services Administration or outside vendors as needed
- Inspect the Atlanta space regularly – 90,000 square feet spread over three floors – to schedule preventive maintenance as needed
- Manage special projects related to remodeling or updating of facilities, complying with the design guides of the United States Courts
- Facilitate the planning, scheduling and execution of employee moves of all sizes
- Identify excess or obsolete furniture and equipment
- Maintain all files related to facilities management and space planning
- Maintain the Court's Occupant Emergency Plan (OEP)
- Actively participate in planning and preparation for potential disaster scenarios
- Other duties as assigned

Procurement

- Assess needs for goods and services, ensuring requests are allowable under all applicable guidelines
- Obtain and review competitive bids, quotes and proposals from vendors and contractors
- Procure supplies, equipment, services and furnishings from government and non-government sources through new contracts, competitive bids or existing government contracts
- Review and process invoices and prepare payment requests
- Evaluate and monitor contract performance to ensure compliance with contracted obligations
- Adhere to the *Guide to Judiciary Policy and Procedures* and *Judiciary Procurement Program Procedures* on procurement practices.

Finance and Accounting

- Balance funds received by cashiers, and prepare deposits to the U.S. Treasury
- Review and/or perform accounts payable and accounts receivable duties with responsibility for the accuracy and accountability of monies receive and disbursed by the court unit
- Reconcile and maintain accounting records, including but not limited to the cash receipts journal, the registry fund and the subsidiary ledgers for allotments and other financial records

Mandatory Qualifications:

- Associate's Degree in Construction Management, Project Management, Business or related field
- Ability to work in an environment where the application of a body of rules, regulations, directives or laws is a core task and critical thinking is essential
- Ability to independently isolate, analyze and solve problems with standard accounting software applications
- Exceptional organizational and time management skills
- Ability to maintain a professional demeanor, exercise mature judgment, and to be a dependable and flexible team participant

Court Preferred Skills/Qualifications:

- Two years of progressively responsible experience related to project management and design
- Bachelor's degree in Construction Management, Project Management, Business or related field

How to Apply: To apply for this position, qualified applicants should submit: 1) a résumé; 2) a cover letter addressing qualifications and relevant experience; and 3) a Form AO 78, Application for Judicial Branch Federal Employment, available on the Court's website at: http://www.ganb.uscourts.gov/sites/default/files/emp_applic.pdf

Completed application packages should be submitted electronically to Jennifer_Kirksey@ganb.uscourts.gov

Preference will be given to those applications received on or before the closing date of November 15, 2016.

Various skills assessment tests will be administered.

Salary considerations: The starting salary will be fixed commensurate with the experience and qualifications of the applicant.

Notice to Applicants: Employees of the United States Bankruptcy Court are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the Court. As a condition of employment, the selected candidate must successfully complete a background check, including fingerprinting, as well as a check of financial and credit records. Any position offer will be considered provisional until a full suitability determination can be made. All Court employees must adhere to a Code of Conduct, copies of which are available upon request. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicant must be a United States citizen or eligible to work in the United States.

The United States Bankruptcy Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, court employees generally are not subject to the many statutory and regulatory provisions that govern civil service employment.

Employment Benefits: Employees of the United States Bankruptcy Court are eligible for, but not limited to, the following employment benefits:

- Accrual of paid vacation and sick leave days, based on length of service, and ten paid holidays during the year
- Participation in pre-tax benefit programs (Health, Dental, and Vision Insurance programs; Flexible Spending Accounts; Commuter Reimbursement Benefit)
- Optional group life insurance
- Public Transportation Subsidy
- Participation in the Federal Employees Retirement System (FERS)
- Thrift Savings Plan (with employer matching a percentage of employees contribution)

The United States Bankruptcy Court is an **Equal Opportunity Employer**.