



UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF CALIFORNIA

Position Announcement #26-03

Position Title: Procurement & Facilities Specialist

Terms of Employment: Full-time, Excepted Service

Classification Level: CL 26-28

Salary Range:

CL 26: \$60,271-\$97,953*

CL 27: \$66,213-\$107,632*

CL 28: \$79,350-\$129,022**

**Salary based on experience and at agency promotional percentage.*

***Possible promotion potential to CL 28 without competition*

Position Location: Sacramento, California

Closing Date: Open until filled - *Priority given to applications received by July 26, 2026*

POSITION OVERVIEW

This position reports directly to the Chief Deputy Clerk. The Procurement & Facilities Specialist performs and coordinates administrative, technical and professional work related to finance, procurement, budget, property management, and space and facilities. Incumbent performs accounts payable, processes financial transactions, and maintains required records in accordance with Judiciary policies and approved internal controls. The Procurement & Facilities Specialist performs duties which ensure the office is supplied with the materials, equipment, and services to function optimally. Incumbent performs activities which include preparing specifications, negotiating service contracts, and preparing purchase orders. Occasional travel to other divisional office is sometimes required.

DUTIES AND RESPONSIBILITIES:

- Procure supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids, or existing government contracts. Plan and coordinate time and delivery of purchases.
- Research and evaluate vendors, prepare contract specifications, obtain, and review bids, and negotiate the terms and conditions of contracts.
- Assess requests for goods and services by ensuring they are allowable under limitations, restrictions, and policies, as well as determining the availability of funds.
- Negotiate with vendors for the best price over contracted services and purchases. Coordinate with selected vendors on supply and delivery of purchased items. Communicate, evaluate, and monitor contract performance to ensure complete with contracted obligations; assist with clarifying contract requirements and resolving any conflicts. Recommend cyclical replacement of accountable property.

- Serve as court liaison with GSA, court staff, vendors, and contractors on assigned projects.
- Prepare purchase orders and enter obligations into the Judiciary's accounting system.
- Maintain detailed procurement files which are subject to cyclical financial audits.
- Adhere to the Guide to Judiciary Policy and the court's internal control process.
- Complete contracting officer training, pursuant to the Judiciary guidelines.
- Help prepare travel authorizations and travel vouchers for staff and submit for reimbursement. Serve as the point of contact for travel and purchase card programs; review and process travel reimbursements and resolve submission issues as needed.
- Receive deliveries and verify against packing slips, invoices, and purchase orders. Enter and update information on purchase orders and inventory into automated databases.
- Assist in conducting physical inventory of accountable property.
- Assist with internal controls compliance, annual self-assessments, and cyclical audits, including auditor document requests and submissions.
- Backup duties for other members of the administrative team, including finance and human resources

QUALIFICATIONS AND REQUIREMENTS

Minimum Qualifications:

To qualify for the **CL 26**, applicants must have a minimum of one (1) year of specialized experience, at or equivalent to CL 25 as described below.

To qualify for **CL 27** an individual must have two (2) years of specialized experience or completion of the requirements for a bachelor's degree from an accredited college or university as well as other certain superior academic achievement requirements.

To qualify for **CL 28**, the individual must have two (2) years of specialized experience, or completion of a master's degree or two years of graduate study (27 semester or 54 quarter hours) in an accredited university in business or public administration, political science, criminal justice, law, or other fields closely related to the subject matter of the position.

Specialized Experience

Progressively responsible clerical or administrative experience that provides knowledge of the rules, regulations, procedures, and practice of procurement procedures, and involves the use of automated procurement systems. Strong attention to detail and organizational skills to ensure accurate recordkeeping and timely delivery.

Additional minimum qualifications:

- The ability to work independently as well as in a team
- Knowledge of federal judiciary procurement guidelines and policies.
- Excellent organizational skills, attention to detail and consistent follow through
- Ability to effectively communicate with others and provide excellent customer service to resolve issues while complying with regulations, rules, and processes
- Ability to maintain confidentiality and consistently demonstrate sound ethics and judgement
- Ability to lift and move boxes of equipment weighing up to 30 pounds.

Preferred Qualifications:

Preference will be given to applicants who are able to demonstrate, through work experience or related education, knowledge of, and familiarity with the following areas:

- Financial and accounting management, and federal judiciary budget guidelines and policies.
- Accounts, procedures, and applicable financial systems of the judiciary, including JIFMS
- Auditing and internal controls review and implementation
- Judiciary accounting and procurement processes
- A bachelor's degree from an accredited college or university is also highly desirable.

HOW TO APPLY:

All applicants must submit a cover letter which outlines the applicant's relevant qualifications, skills, and experience necessary to perform the position, as well as a current resume and the AO78 Federal Judiciary Branch Application for Employment (which can be obtained on our website at www.caeb.uscourts.gov under Careers).

Please submit all documents combined as a **single** PDF file, via email to:

CAEB_HR@caeb.uscourts.gov with the subject line: **26-03 Procurement & Facilities Specialist**
Priority consideration will be given to applications received by midnight on July 26, 2026.

Only applications submitted via email will be accepted. Applications submitted as zip files, cloud files and/or links will not be accepted. The U.S. Bankruptcy Court is not authorized to reimburse candidates for interview expenses.

GENERAL INFORMATION:

- This is a high-sensitive position within the Judiciary. Employment is provisional pending the successful completion of a ten-year background investigation and favorable suitability determination. Investigative updates are required every five years. Unsatisfactory results may result in termination of employment.
- As part of the Judicial Branch of the United States government, employees of the Court are at-will employees appointed by the Clerk of the Court and can be terminated with or without cause.
- Judiciary employees must adhere a code of conduct that may be found here: [Code of Conduct](#)
- Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.

BENEFITS

This position is entitled to benefits that include participation in the Federal Employees' Retirement System (FERS), Social Security, Thrift Savings Plan, health and life insurance benefits, flexible benefits program, paid time off, and 11 paid holidays per year. www.uscourts.gov/careers/benefits

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources at CAEB_HR@caeb.uscourts.gov.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. If a position becomes vacant in a similar classification within a reasonable time from the original announcement, the court may select a candidate from the applicants who responded to the original announcement without posting the position.

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