



**United States District Court
Western District of Missouri
Vacancy Announcement #DK050224**

Position Title: Procurement Technician
Salary Range: CL 25: (\$48,718 - \$79,187)
(promotion opportunity to CL 26)
Position Location: Kansas City, MO
Open Date: May 2, 2024
Closing Date: Open until filled – preference date 5/24/24

The United States District Court for the Western District of Missouri is seeking qualified applicants for the full-time permanent position of Procurement Technician. The Procurement Technician will work within the consolidated court, performing and coordinating administrative, technical, and professional work ensuring that the court unit is provided with supplies, materials, equipment, and services required for optimal functionality. The incumbent ensures compliance with appropriate federal contracting laws and judiciary guidelines, policies, and internal controls. Duties include accounts payable, inventory, purchasing, and furnishings. The Procurement Technician may also maintain service contracts and monitor vendor performance. The position reports directly to the Procurement Administrator.

Primary Duties:

The Procurement Technician will perform the following duties as well as others as assigned by the Procurement Administrator:

- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production, and distribution capabilities as well as their reputation and history. Prepare specifications, solicitations, and requests for proposals; research products and equipment; prepare product/equipment specifications. Obtain and review competitive bids, quotes, and proposals from vendors and contractors; discuss evaluations and review with requesters and subject matter experts.
- Negotiate with vendors for the best price over contracted services and purchases. Coordinate with selected vendors on supply and delivery of purchased items. Evaluate and monitor contract performance to ensure compliance with contracted obligations; assist with clarifying contract requirements and resolving any conflicts.
- Perform financial system level approval for purchase orders and payments. Prepare purchase orders from approved requests; ensuring proposed purchase will satisfy the requestor's need, and forward for approval as applicable. Review invoices from suppliers and prepare payment vouchers for approval, including supporting documentation. Electronically and manually file payment vouchers and ensure payments are certified by CUE and Chief Deputies.
- Identify and maintain lists of vendors and sources of supply for goods and services. Assist with records management by filing, scanning, and maintaining procurement documents in accordance with the record disposition schedules and the Guide to Judiciary Policy.
- Assist in the assessment of requests for goods and services by ensuring they are allowable under limitations, restrictions, and policies. Confirm availability of funds. As

needed, provide expenditure reports to supervisor for budget control purposes. Prepare spreadsheet and maintain databases to track expenditures.

- Prepare contracts, monitor contract utilization, and submit reporting requirements for court interpreters.
- Review interpreter invoices thoroughly and maintains contact with interpreters for contract and voucher processing. Gather and compile all supporting documentation including BPAs, confirmation e-mails, and minute entries from CM/ECF to attach to payment vouchers.
- Inventory.

Qualifications

The successful candidate must have the following:

- Minimum of two years' experience in procurement and/or inventory management.
- Excellent interpersonal skills and the ability to communicate both verbally and in writing and to maintain confidentiality.
- Good judgment and the ability to organize work to meet deadlines and complete multiple tasks in a timely manner.
- The ability to work independently but also to work as a team player in support of the Court's overall mission.
- Knowledge and understanding of the policies and procedures of the Court, including the procurement experience.
- Ability to take notes and summarize material for minute entries/judgments in a distracting setting.
- Knowledge of and skill in the use of applicable automated systems especially Microsoft applications
- Knowledge of federal and local rules. Knowledge of legal terminology and legal documents.

Application Procedures

Qualified persons should submit:

- Cover letter; and
- Current résumé
- 3 professional references
- AO 78 [AO 078 revised 2022-4-26.pdf](#)

Application materials should be submitted by e-mail to the following address:

michele_nelson@mow.uscourts.gov