



CAREER OPPORTUNITY

with the

United States District Court Northern District of Georgia



Procurement Specialist II

CL 26 to CL 27

Vacancy Announcement # 26-08

Salary Range: **\$56,935 – \$101,675**

Placement in the range depends upon education and experience.

Opening Date: **December 9, 2025**

Closing Date: **Open until filled.**

Priority to applications received by December 23, 2025.

This position is in the federal judiciary, not the executive branch, and therefore is not subject to the executive orders and DOGE mandates that apply only to the executive branch.

OVERVIEW:

The United States District Court for the Northern District of Georgia seeks a high achiever interested in a long-term career in public service with the federal judiciary to serve as a procurement specialist in the exciting and growing city of Atlanta, Georgia. The procurement specialist follows strict judiciary and Court policy to make purchases for the Court. Activities include preparing complicated specifications, negotiating service contracts, and preparing large purchase orders. The successful candidate must be a self-starter and extremely detail oriented with strong organizational, communication, and customer service skills. The position reports directly to the Chief Deputy of Facilities, Security, and Administration.

REPRESENTATIVE DUTIES:

- Procure supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids, and existing government contracts.
- Assess requests for goods and services, ensure they are allowable under judiciary policy, and determine availability of funds.
- Review accounting records of each functional allotment and reconcile accounts. Ensure accounts have funds available for purchases. De-obligate funds when no longer needed.
- Adhere to the *Guide to Judiciary Policy*, Judiciary Procurement Program Procedures, and the Court's Internal Control Procedures.
- Identify and maintain lists of vendors and sources of supply for goods and services.
- Review, evaluate, verify, and process invoices and prepare payment requests.
- Research and evaluate suppliers.
- Prepare specifications, solicitations, and requests for qualifications/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 to achieve the best price for 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.

- Recommend cyclical replacement of accountable property.

BENEFITS

- Accrual of paid vacation and sick leave days, based on length of service.
- Eleven paid holidays during the year.
- Pre-tax benefit programs (health, dental, and vision insurance; flexible spending accounts; parking reimbursement).
- Available group life insurance.
- Telework (for qualified employees).
- Public transportation subsidy.
- Participation in the Federal Employees Retirement System (FERS).
- Thrift Savings Plan (with employer matching a percentage of employee's contribution).

MANDATORY QUALIFICATIONS:

For placement at CL-26, a minimum of one year of specialized experience equivalent to work at the CL-25 level or completion of a bachelor's degree from an accredited college or university is required. Work at the CL-25 level typically involves performing routine administrative or operational duties using established procedures, providing customer service, and entering or processing information in automated systems. Employees at this level work independently on clearly defined tasks once trained.

For placement at CL-27, a minimum of two years of specialized experience equivalent to work at the CL-26 level is required, but completion of a bachelor's degree from an accredited college or university and one of the Superior Academic Achievement requirements listed below may be substituted. Work at the CL-26 level typically involves more complex administrative or case-related responsibilities requiring independent judgment, thorough understanding of procedures, problem-solving abilities, and regular communication with judges, attorneys, or other stakeholders. Employees at this level often serve as a resource to others and operate with minimal supervision.

Superior Academic Achievement Requirements:

- 2.90+ overall GPA.
- Class standing in the top third.
- 3.5+ GPA in a major such as business or another field closely related to the subject matter of the position.
- Election to qualifying national honor society.
- Completion of one academic year of graduate study.

A strong ability to research, interpret, and implement policies and regulations is essential.

PREFERRED QUALIFICATIONS:

Experience in a court environment utilizing the Judiciary Integrated Financial Management System (JIFMS) is highly desired. Experience utilizing and maintaining spreadsheets, such as Excel, also is preferred. Progressively responsible experience in at least one, but preferably two or more functional areas of procurement and property management, demonstrating knowledge of procurement procedures, guidelines, policies, and practices, including government or federal judiciary procurement regulations. Experience using financial systems to maintain purchase order information and process invoice payments; preparing requests for bids, proposals, or quotations; completing and maintaining procurement-related forms and records; and planning and coordinating the timely delivery of purchases.

NOTICE TO APPLICANTS:

Employees of the United States District Court are appointed in the excepted service, are considered “at-will” employees, and serve at the pleasure of the Court. All employees of the clerk’s office are required to adhere to a Code of Conduct, copies of which are available upon request. All employees serve a one-year probationary period. As a condition of employment, the selected candidate must successfully complete a criminal background check and a check of financial and credit records. All offers of employment are provisional until a full suitability determination has been made. The Federal Financial Reform Act requires direct deposit of federal wages for Court employees. Applicants must be United States citizens or eligible to work in the United States.

HOW TO APPLY

To apply for this position, qualified applicants should submit:

- 1) Federal Judicial Branch Application for Employment [Link to Form AO 78](#)
- 2) Cover letter addressing qualifications and relevant experience.
- 3) Chronological resume including education, employment, and salary history.

Submit your completed package as a single PDF electronically to:
HR_GAND@gand.uscourts.gov

or via mail to:

United States District Court
Attn: Human Resources Manager,
Vacancy #26-08
75 Ted Turner Drive, SW
Room 2013
Atlanta, GA 30303-3338

All applicants will be screened, and only the best qualified candidates will be invited for an interview. Interview and relocation expenses are not reimbursable.

The United States District 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, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service positions

The selectee for this position is subject to a criminal record check and satisfactory adjudication by the employing office of eligibility for employment. Candidates will not be asked about their criminal history prior to receiving a tentative offer of employment. Candidates completing the AO-78 are not required to complete questions 18-20 regarding 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.

ABOUT ATLANTA:

Rich in arts and culture, “The City in the Forest” is a leader in film and TV production and home to several professional sports teams, including the Atlanta Braves, Atlanta Falcons, Atlanta Hawks, Atlanta United, and Atlanta Dream. We enjoy mild winters and a climate that allows for almost year-round enjoyment of numerous parks, hiking trails, and other outdoor recreational areas.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.

