

**POSITION VACANCY**

**POSITION:** **PROCUREMENT & FINANCIAL SPECIALIST**  
Full-time, permanent position

**LOCATION:** Buffalo, NY

**OPENING DATE:** IMMEDIATELY

**CLOSING DATE:** August 1, 2008 or until filled

**SALARY:** CL 25 [\$36,719 to \$59,701 per annum]  
Starting salary commensurate with experience and education.

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**Position Overview**

The U.S. Bankruptcy Court for the Western District of New York is accepting applications for the position of Procurement Specialist. This position is located in the Bankruptcy Clerk's Office and reports directly to the Financial Administrator. This position has elements of both financial technician and procurement technician positions. Financial technicians perform financial transactions and maintain required records, in accordance with court policies and approved internal controls. Procurement specialists perform and coordinate administrative, technical and professional work related needs to ensure that court units are supplied with the materials, equipment and services required to function optimally, including ensuring compliance with the appropriate guidelines, policies and approved internal controls. Individual is a member of the "financial team" and will perform a variety of functions in the financial and procurement areas to ensure proper separation of duties and coverage in the administrative services department. Promotion to a CL 26 level may be possible, without additional competition for this position, in the event of an upward reclassification through the assumption of additional complex duties in this area. There is no guarantee that this position will be reclassified at a higher level.

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**Representative Duties and Responsibilities**

Procure supplies, equipment, services and furnishings from government and non-government sources. Assess requests for goods and services by ensuring that they are allowable. Ensure accounts have funds available. Prepare spreadsheets and maintain databases to record, store and track expenditures, purchases and other data. Identify and maintain lists of vendors and sources of supply for goods and services. Review, evaluate, verify and process invoices and prepare payment requests. Perform reconciliation of monies deposited, transferred and disbursed. Comply with guidelines, procedures and policies established by the Administrative Office and the Court. Please refer to position description for Procurement & Financial Specialist posted to the Court's website at [www.nywb.uscourts.gov](http://www.nywb.uscourts.gov) for more detailed information.

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**Qualifications**

At a minimum, candidate must be a High School graduate and possess three years of general clerical experience (Progressively responsible experience that provides evidence that the applicant has (1) a good understanding of the methods and administrative machinery for accomplishing the work of an organization; (2) the ability to analyze problems and assess the practical implications of alternate solutions; (3) the ability to communicate with others, orally and in writing; and (4) the capacity to employ the knowledge, skills and abilities in the resolution of problems), plus one or more years of specialized experience (progressively responsible experience in at least one but preferably two or more of the functional areas of financial and/or procurement management and administration (budgeting, accounting, auditing, financial reporting, contacting, purchasing etc.) that provided a knowledge of the rules, regulations, terminology, etc. of the area of financial/procurement administration.) The ideal candidate must be self-motivated and be able to work on a team. The successful candidate must possess a professional appearance and demeanor; must be able to think logically and work independently; must demonstrate reliability and

punctuality; must have good knowledge and understanding of the policies and procedures of the Court; must possess keen attention to detail and accuracy; must have skill in the use of automated equipment (spreadsheet, database applications, financial and accounting systems). Experience with government purchasing is desired. A Bachelor's degree in finance, purchasing/contracting or a related field is preferred.

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### **Benefits**

The United States Bankruptcy Court offers a benefits package to full-time permanent employees which includes:

- \* 10 Paid Federal Holidays
- \* 13 Days Paid Vacation (for the first three years)
- \* 20 Days Paid Vacation (after three years)
- \* 26 Days Paid Vacation (after fifteen years)
- \* Participation in Federal Employees Retirement System
- \* Flexible Benefits Program [optional]
- \* Paid Sick Leave
- \* Thrift Savings Plan [401K]
- \* Life Insurance [optional]
- \* Medical Coverage [optional]
- \* Long-Term Care Insurance [optional]
- \* Credit Union Participation
- \* Long-Term Disability Plan [optional]

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### **Information for applicants**

Applicants should submit a Form AO 78 Application for Judicial Branch Federal Employment and cover letter to:

Rachel L. Curtin, Financial Administrator  
U.S. Bankruptcy Court, WDNY  
Olympic Towers  
300 Pearl Street, Suite 250  
Buffalo, NY 14202

Applications for Judicial Branch Federal Employment (AO 78) may be obtained from the Clerk's Office at the address above or at the Court's web-site at [www.nywb.uscourts.gov](http://www.nywb.uscourts.gov). The United States Bankruptcy Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Only qualified applicants will be considered for this position. Travel expenses for interview or relocation expenses will not be paid. Applicants selected for interviews must travel at their own expense. Applicants selected for interviews will be required to provide copies of educational degrees, certifications, references and salary history. Applicants must be U.S. Citizens or eligible to work in the United States.

This position is classified as a "Sensitive" position. The selected candidate for this position is subject to a background check and a credit check as a condition of employment.

This position is classified as a "High-sensitive" position. The selected candidate for this position, as a condition of employment, must successfully complete a ten-year background investigation and every five years thereafter will be subject to an updated investigation similar to the initial background investigation.

All employees of the U.S. Bankruptcy Court are EXCEPTED SERVICE appointments. Excepted Service appointments are "at will," and as such, can be terminated with or without cause by the Court. The selected applicant must satisfactorily complete a one year probationary period. Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, or to fill the position sooner than the closing, any of which actions may occur without any prior written notice.

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***The U.S. Bankruptcy Court for the Western District of New York is an Equal Opportunity Employer.***