

\*\*\*CAREER OPPORTUNITY\*\*\*



UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF OKLAHOMA

[www.okwd.uscourts.gov](http://www.okwd.uscourts.gov)

**An Equal Opportunity Employer**

Position Title: Procurement & Facilities Specialist (Full-time permanent)  
Position Number: 25-07  
Location: Oklahoma City  
Open Date: July 10, 2025  
Closing Date: Open until filled. Applications will be reviewed upon submission.  
Applications received prior to **July 24, 2025** will receive priority.  
Salary Range: CL-27 to CL-28 (\$59,133 - \$115,213)  
Starting salary commensurate with qualifications and work experience.

**POSITION OVERVIEW:** This position is in the administrative section of the federal Court Clerk's Office and reports to the Chief Deputy.

The Procurement & Facilities Specialist performs and coordinates administrative, technical, and professional work to ensure the court has the supplies, equipment, services, and furnishings required for optimal functionality. Additionally, the incumbent is responsible for a variety of duties in the areas of space and facilities, property, and records management, and provides assistance to all areas of the administrative department as needed.

**REPRESENTATIVE DUTIES:**

- Procure supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids or existing government contracts.
- Assess requests for goods and services; ensure they are allowable under applicable policies; verify funding availability.
- Research and evaluate suppliers; prepare specifications, solicitations, and requests for quotes/proposals; research products and equipment.
- 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.
- Evaluate and monitor contract performance to ensure compliance; clarify contract requirements and resolve any conflicts.
- Issue purchase orders and prepare/maintain spreadsheets and databases to track purchases.
- Identify and maintain list of vendors and sources of supply for goods and services.
- Review, verify, and process invoices for payment.
- Recommend cyclical replacement of property and cyclical facilities maintenance.
- Utilize an automated system to track projects, purchases, and facility issues.
- Adhere to the *Guide to Judiciary Policy*, internal controls procedures, and other applicable guidelines.

- Complete initial and ongoing training for Contracting Officer Certification Program levels 1, 2, and 3.
- Assist with developing local procurement and facilities policies and procedures.
- Provide procurement and facilities information for internal, cyclical, and ad hoc audits.
- Assist with department activities such as responding to building issues, escorting vendors, moving furniture and equipment, and event setups.
- Perform other duties as assigned.

**QUALIFICATIONS:** Applicants must be a United States citizen, subject to the exceptions enumerated at <https://www.uscourts.gov/careers/search-judiciary-jobs/citizenship-requirements-employment-judiciary>. The successful applicant must be a high school graduate or equivalent, have three years of general experience, and a minimum of two years specialized experience.

General experience is progressively responsible work that indicates the possession of, or the ability to acquire, the knowledge and skills needed to perform the duties of the position.

Specialized experience is progressively responsible administrative, technical, and professional experience that is closely related to procurement and facilities activities, regulations and terminology.

Education above the high school level in accredited institutions may be substituted for the general experience on the basis of one academic year equals nine months of experience. Completion of one academic year of graduate study in an accredited university in such fields as business or public administration, political science, criminal justice, law, management, or related field, may be substituted for one year of specialized experience. Completion of a master's degree or two years of graduate study in areas of business or public administration, political science, criminal justice, law, or related field, or completion of a Juris Doctorate may be substituted for two years of specialized experience.

**PREFERRED QUALIFICATIONS:**

- Three years of experience in public sector procurement and facilities management.
- Experience with automated financial and procurement management systems.
- Proficiency with Microsoft 365 (specifically Excel, Word, Outlook, and Teams), Adobe Acrobat Pro, and Judiciary Integrated Financial Management System.
- Completion of post-graduate degree in related field or a JD is preferred.

**DESIRABLE CHARACTERISTICS:** Successful candidates must have strong customer service skills; the ability to work cooperatively with others at all levels inside and outside of the organization; the ability to handle multiple priorities in a fast-paced environment; the ability to effectively communicate (oral and written) with a wide variety of individuals; skill in recognizing trends or potential issues and taking effective action; well-developed organizational and time management skills; proficiency in using personal computers and software; and the ability to lift up to 50 pounds.

**BENEFITS:** Employees of the U.S. District Court are eligible to participate in the Federal Employees Retirement System, Thrift Savings Plan, and health, dental, vision, life and long-term care insurance programs. Employees are entitled to paid leave, periodic grade and step increases, and 11 paid holidays. All employees are subject to mandatory electronic direct deposit of salary payment.

**ADDITIONAL INFORMATION:** The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, either of which may occur without prior written or other notice. In the event a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Court may elect to select a candidate from the applicants who responded to this original announcement without posting the position.

The selected applicant will be hired provisionally pending the results of fingerprinting and a thorough background investigation to determine employment suitability. Background investigations are renewed every five years. 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 19-21 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. All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application material may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

Employees are subject to The Code of Conduct for Judicial Employees.

Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided.

Selected candidate will be subject to a one-year probationary period. All court employees are at will and therefore the selected candidate may be removed from this position at any time if, after reasonable on-the-job training, the selected candidate fails to perform at a satisfactory level.

**APPLICATION INSTRUCTIONS:** To apply, please submit a letter of interest, resume, and completed application form AO-78 (available at <http://www.okwd.uscourts.gov/human-resources-2/>) as a single .pdf document to [hr@okwd.uscourts.gov](mailto:hr@okwd.uscourts.gov). Please include the name of the applicant and the vacancy number in the subject line of the email.

Vacancy No. 25-07  
Joan Kane, Court Clerk  
U.S. District Court, Western District of Oklahoma  
William J. Holloway, Jr. U.S. Courthouse  
200 NW 4th Street, Rm 1210  
Oklahoma City, OK 73102