UNITED STATES DISTRICT COURT

NORTHERN DISTRICT OF CALIFORNIA
PROBATION OFFICE
450 Golden Gate Avenue, Suite 17-6884
San Francisco, CA 94102-3434
TEL: (415) 436-7540
FAX: (415) 581-7410

YADOR J. HARRELL, CHIEF U.S. PROBATION OFFICER

SUSAN PORTILLO
DEPUTY CHIEF U.S. PROBATION OFFICER

NOEL BELTON
ASST. DEPUTY CHIEF U.S. PROBATION OFFICER

JAMES SCHLOETTER
ASST. DEPUTY CHIEF U.S. PROBATION OFFICER

VERONICA RAMIREZ
ASST. DEPUTY CHIEF U.S. PROBATION OFFICER

November 30, 2015

BUDGET & PROCUREMENT SPECIALIST I/II
VACANCY ANNOUNCEMENT
JOB CODE: 15-DA1130B&PSP

POSITION: Budget & Procurement Specialist I/II
STATUS: Regular Full-Time
SALARY RANGE: $50,485 - $90,153 (CL 26/01 - CL 27/61)
CLOSING DATE: Open Until Filled
LOCATION: San Francisco, California

Note: First consideration will be given to applications received by December 11, 2015.

The Northern District of California United States Probation Office is seeking qualified applicants for the position of Budget & Procurement Specialist I/II. This individual performs and coordinates administrative, technical, and professional work related primarily to procurement activities, travel processing, and contracts administration and, to a lesser degree, accounting and finance. Selected candidates may be placed at Classification Level (CL) 26 or 27 depending on qualifications and experience, with promotion potential to CL-27 Budget & Procurement Specialist II without further competition for selected candidates placed at CL-26 (Budget & Procurement Specialist I). More than one position may be filled from this vacancy announcement.

REPRESENTATIVE DUTIES (not all inclusive):

Perform purchasing activities ensuring procurement rules and regulations are followed. Procure supplies, equipment, and furnishings from government and non-government sources through new and existing contracts, sole source procurement, and competitive bids. Assess requests for goods and services by ensuring that they are allowable under limitations, restrictions, and policies, as well as determining availability of funds. Prepare spreadsheets and maintain databases to track certain expenditures.

Ensure that appropriate first-level internal controls are maintained for procurement and financial transactions to include reviewing accounting records and financial statements. Identify basic financial accounting deficiencies and recommend corrective actions and keep records of corrective actions implemented. Reconcile apparent invoice and billing discrepancies and provide written notice to vendors/contractors about discrepancies and adjustments to billing.

Maintain the inventory listing of property and conduct inventory reconciliations. Monitor compliance with law enforcement and non-law enforcement contract terms.

Receive, review, evaluate, prepare, and process budget and procurement related documents, as well as travel documents. Conduct file and records research to reconcile discrepancies before processing documents.

Responsible for accounts payable by preparing payment authorizations from documents received from vendors and staff. Assist with budget administration by maintaining expenditure information for forecasting. Assist with internal and external audits by reviewing purchase orders and payment authorizations.

Perform administrative duties such as typing, copying, distributing, and filing documents. Maintain filing systems in audit ready status. Perform data entry to summarize expenditures, compile service statistics, and type reports. Participate in special projects.

MINIMUM QUALIFICATIONS:

- For CL-26: Candidate must possess one year of specialized experience equivalent to work at CL-25.

- For CL-27: Candidate must possess two years of specialized experience, including at least one year equivalent to work at CL-25.

  OR

  Completion of the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements:

  - An overall "B" grade point average equaling 2.90 or better of a possible 4.0;
  - Standing in the upper third of the class;
  - "3.5" average or better in the major field of study, such as accounting, finance, or business administration;
  - Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies; or
  - Completion of one academic year (18 semester or 27 quarter hours) of graduate work in an accredited university in accounting, finance, business administration, or other field closely related to the subject matter of the position.

  CL-26 specialized experience is progressively responsible clerical or administrative experience that provided knowledge of the rules, regulations, practices, and principles of financial/business administration and/or accounting; and involved the routine use of automated financial, accounting, and/or purchasing systems or other computer based systems and applications such a word processing, spreadsheets, or databases.

CL-27 specialized experience is progressively responsible experience in at least one but preferably two or more of the functional areas of financial management and administration such as budgeting, accounting, auditing, or financial reporting that provided a knowledge of rules, regulations, and terminology of financial administration.

PREFERRED QUALIFICATIONS:

A bachelor's degree in accounting, finance, business administration, or related field. General knowledge of the criminal justice system and probation/parole processes and procedures. Experience working in a federal government or federal court environment.

PERSONAL CHARACTERISTICS AND SKILLS:

Unquestioned integrity, good organizational and analytical skills, and detail-oriented.

APPLICATION INSTRUCTIONS:

Employment is subject to background investigation and verification of information supplied. Applicants must submit a current resume and letter of interest including an outline of their skills and experience. **Applicants must include the Job Code from the job posting in their letters of interest.** In addition, applicants must complete and submit the Application For Judicial Branch Federal Employment (AO 78), along with their official college transcripts, as applicable. Form AO 78 (the Application) is available at: www.canp.uscourts.gov on the Employment Page. In order to be able to save the completed AO 78 Application, you must have either Adobe Acrobat Standard or Adobe Acrobat Professional because having only Adobe Acrobat Reader will not permit you to save it. As an alternative, you may scan the completed application or save it as .jpg (JPEG picture file) or .tif (TIFF picture file) for electronic transmission. Please complete and submit only the current version of the Application (AO 78 (10/09)). Previous versions and all other federal employment applications will not be accepted.

Application materials will not be considered complete until all of the items listed above have been received by Human Resources. Illegible or incomplete or partially completed application materials will not be considered. Do not submit the same application materials more than once. **Although the vacancy announcement is open until filled, completed application materials received on or before December 11, 2015 by close of business (5:00 p.m. PST) will be given first consideration.** It is required that you submit your application materials via e-mail to: CANP_Resumes@canp.uscourts.gov. The only exception is that official college transcripts can be mailed to the address listed below. All other application materials received by mail, fax, or any other means other than by e-mail to CANP_Resumes@canp.uscourts.gov will not be considered.

U.S. Probation Office
Northern District of California
Attn. Human Resources
P.O. Box 36057
San Francisco, CA 94102

Applicants must be U.S. citizens or be eligible to work in the United States. Only applicants who are interviewed in person will receive a response regarding their application status.

Judiciary employees serve under excepted appointments (not competitive civil service). Federal benefits include paid vacation and sick leave, health benefits and life insurance, disability insurance and long-term care, retirement benefits, and a tax-deferred savings plan. Participation in the interview process is at the applicant's own expense. Relocation expenses will not be provided. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay.

THE UNITED STATES PROBATION OFFICE FOR THE NORTHERN DISTRICT OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER