



United States Bankruptcy Court Western District of Louisiana Vacancy Announcement #2015-02

Position Title: Procurement and Financial Assistant
Type: Permanent Appointment
Starting Salary/Range: CL 24 (\$35,055 - \$56,974)*
(Salary based on experience and qualifications)
Location: Shreveport, LA
Opening Date: March 9, 2015
Closing Date: March 31, 2015, or open until filled
(Preference given to application packets received by March 31, 2015)

**This position has promotion potential to CL-25 without further competition, subject to funding and need.*

Description:

The U. S. Bankruptcy Court for the Western District of Louisiana is accepting applications for a Procurement and Financial Assistant to work in the Shreveport Clerk's Office. A Procurement and Financial Assistant performs administrative and technical support in accordance with court policies and approved internal controls. Duties involve assisting procurement and inventory activities through accurate record keeping and tracking; receiving, checking and delivering ordered supplies and materials. The Procurement and Financial Assistant helps ensure the preparation and negotiation of specifications and record maintenance in order to contribute to the smooth and efficient administration of the office, conducts in-depth research, analyze options, and communicate the results on matters that take into consideration procurement and facility/building issues, and helps implement, coordinate, monitor, and improve space and facilities and conduct activities that support the functioning of the court.

The Procurement and Financial Assistant assists in conducting internal and quality assurance reviews for operating units, reviewing audit findings and monitoring corrective action of any deficiencies identified therein. Assist in updating and maintaining the district's internal controls including creating and updating online reference materials.

Qualifications:

To qualify for the position of Procurement and Financial Assistant an applicant must have a bachelor's degree from an accredited college or university. This requirement must be met within 120 days of the closing date of this announcement. A master's degree is preferred. The successful candidate should have at least two years of general experience and one year of specialized experience. General experience is progressively responsible clerical, office, or other work which indicates the possession of, or ability to acquire, the knowledge and skills needed to perform the duties of the position. Specialized experience is progressively responsible clerical or administrative experience that is in, or closely related to, the work of the position and which demonstrates working knowledge, skills, and abilities to successfully perform the duties of this position and involves the use of automated software, keyboarding for word processing, data entry, and report generation.

The successful candidate must be a self-starter as well as detail-oriented. Candidate must also be highly organized and tactful, possess good judgment, poise and initiative, and maintain a professional appearance and demeanor at all times. Candidate must have strong prioritizing and problem-solving skills, solid communication skills (written & oral) and be able to communicate effectively with persons

within the court as well as with persons outside the court. A demonstrated ability to work harmoniously with others in a team environment and to exhibit a professional manner at all times is essential.

Experience in federal courts or other federal agencies is highly desirable, as is training in or a working knowledge of the following areas: procurement, IT, inventory control, and accounting procedures.

Conditions of Employment:

Applicants must be U.S. citizens or eligible to work in the United States. As a condition of employment, the selected candidate will be subject to a background investigation, which will include criminal history and FBI fingerprinting. Appointment will be provisional, contingent upon the results of the background check.

The United States Bankruptcy Court is a part of the federal judiciary, so employees must comply with the Judicial Code of Conduct. Court employees are under "Excepted Appointments" and are considered "at will". Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to basically the same benefits as other federal government employees. All court employees are required to adhere to a Code of Conduct. This position is subject to mandatory electronic funds transfer (direct deposit) of net pay.

Benefits:

The United States Bankruptcy Court offers a generous benefits package:

Annual Leave

Sick Leave

Ten (10) Paid Holidays

Health Benefits

Life Insurance

Retirement

Thrift Savings Plan

Long Term Care Options

Flexible Spending Plans for Health Care & Dependent Care Reimbursement

Application Procedures and Information:

To apply for this position, qualified persons should complete a cover letter, an Application for Judicial Branch Federal Employment (AO 78), and a detailed resume, along with (3) professional references. The application is available at: www.lawb.uscourts.gov. Submit the completed application package to the address provided below or email the application packet via pdf format with the subject line "**HR Confidential**" 2015-02 to: joann_walker@lawb.uscourts.gov.

U.S. Bankruptcy Court
Western District of Louisiana
Attn: Human Resources "Confidential" 2015-02
300 Fannin St., Suite 2201
Shreveport, LA 71101

Multiple vacancies may be filled from this announcement.
Only candidates selected for an interview will be contacted.
Candidates selected for interviews must travel at their own expense.
The court reserves the right to modify the conditions of this job announcement.

Equal Opportunity Employer