



**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF TENNESSEE**

VACANCY ANNOUNCEMENT

NUMBER: 2025-002

OPEN TO ALL APPLICANTS

POSITION TITLE: Assistant Financial & Procurement Specialist

OPENING DATE: 1/6/2025

LOCATION: Chattanooga, TN

CLOSING DATE: 1/31/2025

**CLASSIFICATION LEVEL: CL 25 OR CL 26 (Subject to Qualification Standard listed below)
(PROMOTION POTENTIAL TO CL 26 WITHOUT FURTHER COMPETITION)**

NUMBER OF POSITIONS AVAILABLE: ONE

**STARTING SALARY RANGE: CL 25 (\$48,890 – \$79,443)
CL 26 (\$53,839 - \$87,482)**

Note: Visit www.tneb.uscourts.gov/employment for complete information

POSITION OVERVIEW

The Clerk's Office for the United States Bankruptcy Court for the Eastern District of Tennessee is seeking a highly motivated, very organized, detail oriented, customer and team focused individual for a full-time Assistant Financial & Procurement Specialist in the Chattanooga divisional office. The selectee will complete the financial/procurement team, performing both clerical and technical tasks in support of procurement operations, including purchasing and accounts payable; financial operations; and property management. Limited travel may be required.

MAJOR DUTIES

- Procure authorized supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids, or existing government contracts. Plan and coordinate time and delivery of purchases.
- Evaluate requests for goods and services by ensuring they are allowable under limitations, restrictions, and policies, as well as confirming availability of funds for items being purchased. As needed, provide expenditure reports to supervisor for special projects.
- Prepare purchase orders from approved requests; ensuring proposed purchase will satisfy the requestor's need, and forward for approval. Review invoices from suppliers and prepare payment vouchers for approval, including supporting documentation. Manage delivery expectations with vendors to ensure products, supplies, and services are routed to the correct divisional office.
- Review and/or perform accounts payable duties and funds disbursements from various accounts and maintain responsibility for the accuracy and accountability of monies disbursed by the court.
- Order repairs and oversee maintenance on office equipment.

- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production, and distribution capabilities as well as reputation and history. 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 for the best price over 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.
- Identify vendors and sources of supply for goods and services.
- Assist with records management by filing, scanning, and maintaining procurement and financial documents in accordance with the Guide to Judiciary Policy, policies established by the Administrative Office of the U.S. Courts, and local policies.
- Process, prepare, and monitor travel authorizations and vouchers.
- Process receipts and deposits in appropriate fund accounts and perform reconciliation of monies deposited, transferred, and disbursed by the court.
- Assist with processing financial transactions, maintain required records, prepare reports, and assist with the performance of accounting and financial activities, while ensuring accuracy and completeness of data, quality of service and compliance with internal controls, government financial requirements, regulations, and policies.
- Participate in other financial and procurement duties, such as internal and cyclical audits, to ensure proper separation of duties is followed and to assist in the prevention of errors and the detection of areas of concern.
- Perform other duties as assigned.

QUALIFICATION STANDARD

To qualify for the Assistant Financial & Procurement Specialist at the CL 25 level, the selectee must have at least one year of specialized clerical or administrative experience that provided knowledge of the rules, regulations, practices, and principles in financial administration, procurement, and/or accounting; and involved the routine use of automated financial and accounting systems or other computer based systems and applications such as word processing, spreadsheets or databases; ability to maintain confidentiality and consistently demonstrate sound ethics and judgement; and ability to lift and move boxes of equipment weighing up to 20 pounds.

To qualify for the Assistant Financial & Procurement Specialist at the CL 26 level, the selectee must have at least two years of progressively responsible clerical or administrative experience that provided knowledge of the rules, regulations, practices, and principles of financial or procurement activities; and involved the routine use of automated financial systems or other computer-based systems and applications such as word processing, spreadsheets or databases; ability to obtain Contracting Officer certification; ability to interpret and implement federal judiciary guidelines and policies regarding purchasing; ability to understand relationships among accounts and financial systems and how financial and procurement procedures relate; ability to maintain confidentiality and consistently demonstrate sound ethics and judgement; and ability to lift and move boxes of equipment weighing up to 20 pounds.

COURT PREFERRED SKILLS

- Federal procurement experience;
- Experience with JIFMS (court specific system); and
- Demonstrated knowledge of court/legal terminology.

STARTING SALARY:

This is a full time, Court Personnel System position with salary commensurate with experience and qualifications within the range of CL 25 (Step 1 \$48,890 to Step 61 \$79,443) or CL 26 (Step 1 \$53,839 to Step 61 \$87,482). First-time hires to the federal government typically start at the Step 1 beginning salary in the range for their respective grade level. The Court Personnel System is divided into a developmental range (Steps 1-24) and a full performance range (Steps 25-61). Salary and promotion eligibility guidelines established by the Administrative Office of the United States Courts govern progression and accompanying salary increases within each range for the duration of one's judiciary employment.

BENEFITS

- Eleven paid holidays a year;
- Paid annual leave in the amount of 13 days annually (increases after 3 years of federal service);
- Paid sick leave in the amount of 13 days annually;
- Retirement benefits (employee contributes 4.4% government contributes 11.9%);
- Thrift Savings Plan including investment options and matching benefits;
- Optional participation in a choice of subsidized Federal Employee Health Benefit Plans with pretax deductions;
- Optional participation in Federal Employees Group Life Insurance; and
- Optional participation in a flexible spending pretax program for dependent care and medical care.

See <https://www.uscourts.gov/careers/benefits> for details.

INFORMATION FOR APPLICANTS

This position is a full time, permanent appointment. Employees of the United States Bankruptcy Court are excepted appointments and serve at the pleasure of the Court; they are not included in the government competitive service classification system. The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees are considered at-will and can be terminated with or without cause by the court. Applicants must be U.S. citizens or eligible to work in the United States. Direct deposit of pay is mandatory as well as participation in the Federal Employees Retirement System. As a condition of employment, an FBI Background Check is required. The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request.

To apply for this position, submit the following items in a single pdf document to hr-usbc@tneb.uscourts.gov:

- (1) a cover letter which addresses the applicant's qualifications, skills, and experience;
- (2) a resume, including a list of professional references; and
- (3) a Federal Judicial Branch Application for Employment ([AO78](#)).

Applicants selected for interviews must travel at their own expense or be interviewed via telephone and/or video conference. Relocation expenses are not available. The United States Bankruptcy Court reserves the right to amend the conditions of this vacancy announcement or to withdraw the announcement at any time without prior written or other notice. The Court will only communicate with those qualified applicants selected for an interview.

*****AN EQUAL OPPORTUNITY EMPLOYER*****