



VACANCY ANNOUNCEMENT No. 2024-01

FINANCIAL AND PROCUREMENT SPECIALIST OVERVIEW:

The Financial and Procurement Specialist position provides administrative and technical support to supply the office with material, equipment and services; performs financial transactions and maintains financial records. They work closely with treatment services specialists, Financial Administrator, Systems Manager, Personnel Specialist and Unit Executives. This position assists with internal control compliance, performs annual assessments and assists with cyclical audits.

MISSION:

- 1) To assist the federal courts in the fair administration of justice.
- 2) To protect the community.
- 3) To bring about long-term positive change in individuals under supervision.
- 4) [Charter for Excellence](#) (click link to review)

SOCIAL JUSTICE STATEMENT:

The United States Probation and Pretrial Services Office of the Eastern District of Wisconsin is committed to promoting the fair, impartial, and just treatment of all people. We are committed to a culture where each person feels seen, heard, and supported. We oppose racism and discrimination in all of its forms and are committed to intervening when these moments occur. We agree to listen, speak up, intervene, and learn from our own mistakes in our commitment toward social justice.

EASTERN DISTRICT OF WISCONSIN:

The Eastern District of Wisconsin (ED/WI) is comprised of the eastern third portion of the state, with the main office located in Milwaukee, Wisconsin and a satellite office located in Green Bay, Wisconsin. Our organization takes pride in supervising individuals based on their risk, providing thorough and informative reports and recommendations to the Court, utilizing evidence-based principles and providing resources for success. Our agency also takes pride in providing a flexible work schedule, strong office culture, and accountability of staff.

POSITION: Financial and Procurement Specialist

LOCATION: Milwaukee, WI

POSTING DATE: March 11, 2024

CLOSING DATE: Open until filled; applications received by April 22, 2024, will be given priority consideration.

EMPLOYMENT TERMS: Permanent Full-time

CLASSIFICATION / SALARY RANGE – Table MIL:
CL-25 to CL-26, \$50,155 to \$89,761.
Salary commensurate with experience.
Promotion potential to CL 26 without further competition.

CONDITIONS OF EMPLOYMENT:
U.S. Citizen or eligible to work in the United States.

Excepted Appointment and considered At-Will Employees.

Required to use Electronic Fund Transfer for payroll.

Subject to initial background and updated background investigations every five years.

Same day travel may be required.

Equal Opportunity Employer



REPRESENTATIVE DUTIES:

- Complete Contracting Officer Program Certification Levels 1, 2 and 3 after appointment and continue to maintain this certification by completing continuing education courses as required. Act as back up Second Chance credit card holder for purchases.
- Discusses needs for goods and services with requestors and subject matter experts. Obtain and assist in the review of competitive bids, quotes, and proposals and place orders for goods and services from government and non-government vendors and contractors.
- Prepares proper paperwork for items procured in an Enterprise Resource Program (ERP) and acts as first line approver for payments.
- Assists with such functions as reviewing monthly bills for accuracy, prepping treatment services invoices for data entry and payment and disbursing copies of treatment records. Ensures information and authorization is accurate by reviewing, approving, and processing Probation Form 45s (PROB 45) and other supporting documents.
- Contacts vendors regarding invoice submissions that are not clearly documented, preventing duplication or overpayment. Reviews and communicates to vendors incorrect procedures utilized to avoid future mistakes in billing. Corrects invoices as necessary and communicates with treatment agencies regarding corrections.
- Tracks, verifies and records court records requests into an ERP for payment.
- Acts as administrator or coordinator for various user programs
- Maintains chain of custody urinalysis materials. Maintains paper and computerized record of test results and informs officers of test results. Maintains and mails tests and materials to laboratories for confirmation.
- Plays a role in the office's property management by acting as the Disposal Officer disposing of excess equipment and property following proper policies and procedures.
- Assists with internal controls compliance, annual self-assessments, and cyclical audits, including auditor document requests and submissions.
- Receives, reviews and processes daily travel vouchers and special travel timely and accurately. Periodically assists with staff travel accommodations and procuring training for staff.
- Maintains knowledge of, and compliance with, the Code of Conduct for Judicial Employees and court confidentiality requirements while demonstrating ethical behavior and sound judgement. [Code of Conduct for Judicial Employees | United States Courts \(uscourts.gov\)](#)
- Acts as liaison with GSA, Court Staff, vendors and contractors. Monitor, coordinate and report matters related to day-to-day physical needs such as heating, cooling, lighting and cleaning. Oversees facility improvement projects that may entail escorting vendors, moving furniture and equipment, and event set up.
- Performs other duties as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIREMENTS:

- 1) Completion of a high school diploma or equivalent and two years general clerical office or other work experience needed to perform the position's duties.
- 2) One year of specialized experience.

Specialized Experience Related to Pay Scale Above:

Specialized experience for this position is progressively responsible clerical or administrative experience that provided knowledge of the rules, regulations, practices and principles of financial administration and/or accounting; and involved routine use of automated financial and accounting systems or other computer-based systems and applications such as word processing, spreadsheets or databases. Evidence of specialized experience must be supported by detailed documentation of duties performed in positions held. Please provide such documentation on your AO78. If you are using your advanced education to qualify for all or part of the general experience requirement, you must submit a copy of your transcripts or an itemized list of courses (which includes equivalent information from the transcript e.g., course title, semester/quarter hours, and grade).

In addition to the above – the following are Desirable Skills and Characteristics:

The Eastern District of Wisconsin strives to maintain and grow a productive and positive culture. Successful candidates must be leaders and motivators; must be mature and highly organized; must possess excellent oral and written communication skills, have tact, good judgment, poise and initiative; and must maintain confidentiality, a professional appearance and demeanor at all times. A successful candidate will excel by being the following: team player, flexible, optimistic, introspective, honest, curious, adaptable, committed and accountable.

BENEFITS:

- The opportunity to serve in a rewarding public service position
- Accrual of paid vacation and sick leave
- 11 paid federal holidays
- Health, life, dental, vision and long-term care insurance plans available
- A defined benefit pension plan -Federal Employees Retirement System (FERS)
- Employee Assistance Program, Wellness Initiatives and On-site Fitness Center
- Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plans through the Thrift Savings Plan (TSP) with up to 5% employer matching contributions
- Paid parking
- Medical and childcare pre-tax accounts available
- Training opportunities
- Telework and flexible work schedules available after training period
- May qualify for Federal Student Loan Forgiveness for Public Service Employees program [Federal Student Aid](#)

For more information on benefits visit [Benefits | United States Courts \(uscourts.gov\)](#)

APPLICATION PROCEDURE:

To be considered for this opportunity submit ALL required information in one pdf document.

Email document to: Jobs_wiep@wiep.uscourts.gov **Attention–Financial and Procurement Specialist 24-01**

1. Letter of interest including a narrative specifically addressing your qualifications, skills, characteristics and relevant experience which make you a good candidate for this position.
2. Resume
3. AO78 - Boxes 18-20 are required. [Application for Judicial Branch Federal Employment | United States Courts \(uscourts.gov\)](#)
4. Unofficial copy of academic transcripts (certified copies required for final candidates)
5. Past two performance evaluations (if unavailable, explain in letter of interest)
6. Two professional and one personal reference.

The most qualified candidates will be invited to one or more in person interviews in Milwaukee. Only applicants selected for interviews will be contacted by the U.S. Probation and Pretrial Services Office.

The U.S. Probation and Pretrial Services Office will not reimburse candidates for interview or relocation expenses.

This office provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application or interviewing process, please notify the local human resources representative in the e-mail sent with your application packet. The decision on granting reasonable accommodations will be made on a case-by-case basis.

The U.S. Probation Office and Pretrial Services Office reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time, the Chief U.S. Probation and Pretrial Services Officer may select a candidate from the original qualified applicant pool without reposting the position.