

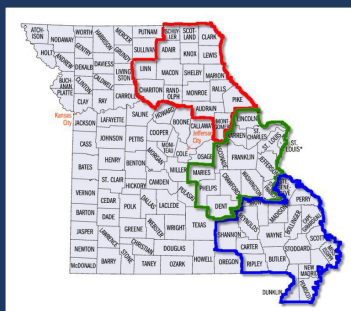


UNITED STATES CLERK'S OFFICE EASTERN DISTRICT OF MISSOURI

Nathan M. Graves, Clerk of Court

CAREER OPPORTUNITY

111 South 10th Street
St. Louis, MO 63102
www.moed.uscourts.gov



JUDICIARY BENEFITS

- Paid Annual Leave
- Paid Sick Leave
- Paid Holidays (11)
- Flexible Work Schedule
- Pre-tax Benefit Programs
- Health Insurance
- Vision/Dental Insurance
- Group Life Insurance
- Defined contribution retirement benefits (FERS)
- Thrift Savings Plan (TSP)- 401 (k)-styled program with up to 5% match
- Employee Assistance Program
- Parking/Commuter Benefit Program
- Virtual Judiciary Online University

Procurement & Finance Specialist

VACANCY #: PFS-1225

Duty Station: St. Louis, MO

Posted: December 8, 2025

Status: Full-Time Permanent

Reports To: Procurement Administrator

Salary Range: CL 25/1-61 \$50,131-\$81,458

CL 26/1-61 \$55,205-\$89,702

Transfers: Yes

**Classification dependent on qualifications. *Step 26-61 in Full Performance Range requires approval by the Administrative Office.*

Closing Date: Open until filled

POSITION SUMMARY

The position is located in the District Court headquarters office in St. Louis, MO. This position is a shared position between the Procurement and Finance department which requires the incumbent to perform duties within each department. Typical duties include procurement, facilities maintenance, and renovation/furniture projects. In addition, this position will also perform accounting and financial activities to ensure accuracy and completeness in accordance with auditing guidelines. This position is a shared services position that provides support to the District Court Clerk's Office, Chambers, Probation and Pretrial Services agencies.

Summary of Representative Duties and Responsibilities

- Prepare spreadsheets and maintain databases to track certain expenditures.
- Procure authorized supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids, or existing government contracts. Serve as a technical liaison between the contractor and the contracting office.
- Adhere to the Guide to Judiciary Policy regarding procurement program policies, procedures, and practices. Adhere to the court's internal control procedures and separation of duty practices.
- Assist with coordination, implementation, and completion of space and facility projects and maintaining required documentation for these activities.
- Review court appointed attorney vouchers in accordance with the Criminal Justice Act (CJA).
- Process and pay bills and invoices incurred by each court unit.
- Locates and schedules interpreter and initiates obligation of funds for the expenditure. Assures proper procedures and documentation of the service performed.
- Ensures appropriate internal controls for disbursement, transfer, recording, and reporting of monies are followed.
- Perform other duties as assigned.

Eastern District of Missouri Clerk's Office is an Equal Opportunity Employer.

HOW TO APPLY

Applicants must submit all documents listed below in ONE PDF FILE to MOED_employment@moed.uscourts.gov

Subject of Email: PFS-1225

1. Letter of Interest
 - Your skills and experience, with an explanation of how those skills and experience may contribute to the organization.
 - How your overall experience and preparation relates to the stated duties and responsibilities.
2. Current resume
3. Professional References
4. AO 78 Application for Federal Judicial Branch Employment* found [here](#).

Applicants must be United States citizens or eligible to work in the United States. Appointment is contingent upon providing proof of United States citizenship or proof of authorization to work in the United States as required by the Immigration Reform and Control Act of 1986. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed. Applicants may be asked to participate in proficiency tests.

Citizenship-Requirements-Employment-Judiciary.pdf

[Learn More About Judiciary Policies](#)

The organization reserves the right to assign and/or reassign an employee to any location within the district based on the needs of the organization.

MINIMUM QUALIFICATIONS

Qualifications must be met at the time of application. The successful candidate must possess the following:

- Bachelor's degree in business or other related field strongly preferred or equivalent experience.
- 1-3 years accounting, procurement or purchasing experience preferred.
- Prior experience purchasing automation equipment and software strongly preferred.
- Consistent, high quality past job performance demonstrating sound ethics and judgment.
- An attendance record that indicates reliability and commitment.
- Excellent verbal and written communication skills (grammar, spelling, punctuation, etc.)
- Excellent organizational skills and attention to detail are required to ensure accurate financial records that prevent personal liability for the Court Unit Executive (CUE).
- Ability to take initiative, manage multiple tasks, respond to requests on short notice and meet deadlines.
- Ability to be tactful and work cooperatively with others, including judicial officers, the bar, the public and colleagues. Ability to maintain confidentiality. Strong sense of personal and professional integrity.
- Proficient in the use of Microsoft Excel and Word, in conducting Internet searches, in the use of computer file structure and other computer applications. Proficient in developing spreadsheets.

To qualify for the CL25 a minimum of one year of specialized experience equivalent to work in a CL24 level is required. To qualify for the CL26 a minimum of one year of specialized experience equivalent to work in a CL25 level is required. *Specialized experience is defined as progressively responsible clerical or administrative experience that is in, or closely related to, the work of the position and which has demonstrated the particular knowledge, skills, and abilities to successfully perform the duties of the position and involves the routine use of automated software and keyboarding for word processing, data entry and report generation.

BACKGROUND INVESTIGATION REQUIREMENTS

This is a High Sensitive position within the Judiciary. Employment will be considered provisional pending successful completion of an fingerprints, OPM background investigation and credit check and a favorable suitability determination. Investigative updates are required every five years.

All applicant information is subject to verification. Providing false and/or misleading information may be grounds for removal from the application and selection process, as well as disciplinary action if discovered after hire.

SELECTION PROCESS/CONDITIONS OF EMPLOYMENT

After review of the application packets, highly qualified applicants will be invited in for one or more personal interviews. Due to the volume of applications received, only applicants who are selected for interview will receive a written response regarding their application status.

Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judiciary Policy, and are bound by the Code of Conduct for Judicial Employees. [Link The Code of Conduct for Judicial Employees](#) Link: [Your Employee Rights and How to Report Wrongful Conduct | Eastern District of Missouri | United States District Court](#)

Direct deposit of pay is required. Positions with the U.S. Courts are "excepted service" positions and employees serve "at will."

The U. S. Clerk's Office reserves the right to amend or withdraw any announcement without written notice to applicants.