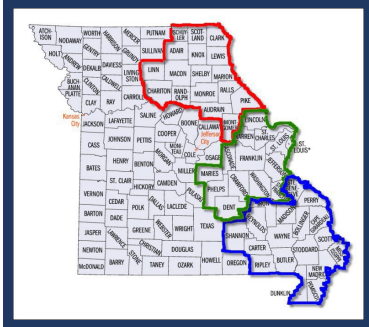
UNITED STATES CLERK'S OFFICE

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 Administrator

VACANCY #: PA-1026

Duty Station: St. Louis, MO

Posted: October 30, 2026

Status: Full-Time Permanent

Reports To: Procurement and Facilities Manager

Salary Range: CL 27/1-61 $61,248-$99,561

CL 28/1-61 $73,400-$119,347 *with promotional potential to CL29*

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 Procurement Administrator is located in a consolidated administrative services department and supports the District Court Clerk's Office, Chambers, Probation, and Pretrial Services. The incumbent maintains a Contracting Officer certification and supervises the professional, technical and organizational work related to various procurement activities, including preparing complex specifications, negotiating service contracts, and preparing significant, complicated, and high value purchase orders. The incumbent supervises the work of procurement support staff and reports to the Procurement and Facilities Manager. The position is located in the District Court headquarters office in St. Louis, MO.

Summary of Representative Duties and Responsibilities

- Provide leadership, coordination, and guidance to unit procurement staff. Assure compliance with procurement guidelines, policies, and internal controls.
- Ensure all contracting officers have the proper delegation, training, and continuing education. Run and review procurement delegation reports in Infoweb as required by the *Guide to Judiciary Policy*.
- Manage employees leave and write performance evaluations. Provides recommendation to senior leadership regarding compensation.
- Maintain Contracting Officer certification by completing biennial continuing education requirements as certified by the Procurement Liaison Officer. As Contracting Officer, process and sign purchase orders and contracts for the purchase of products and services. Ensure purchase is authorized, funding is available, the appropriate delegations of authority exist, and adequate competition took place in accordance with the estimated dollar value of the procurement. Provide contract administration and oversight. Reviews and approves purchase orders 15k – 100k. Track expenditures.
- Ensure procurement files are established and maintained for every solicitation, contract, and purchase action.
- Adheres to the *Guide to Judiciary Policy* procurement policies, the court units' internal controls procedures and ensure separation of duties within the office.
- Research, analyze, and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production, and distribution capabilities, as well as their

reputation and history. Prepare specifications, solicitations, and Requests for Quotes (RFQs). Research products and equipment and prepare specifications. Obtain and review competitive bids, quotes, and proposals from vendors and contractors. Reviews evaluations with requestors and subject matter experts as applicable.

- Negotiate with vendors for the best price over contracted services and purchases. Evaluate and monitor contract performance to ensure compliance with contracted obligations; assist with clarifying contract requirements and resolving any conflicts.
- Establish and maintain sound professional relationships with suppliers. Resolve issues (e.g., pricing, quality, timing, claims, contract disputes, etc.) associated with terms and conditions of service agreements.
- Research procurement, administrative, and operational questions, problems, trends, and areas for efficiencies/improvements related to the data being developed and analyzed.
- Respond to requests for information and clarification from department procurement staff regarding procurement rules, regulations, and policies.
- Provide quality control and oversight of staff executing the purchase of supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids, or existing government contracts.
- Evaluate requests for goods and services by ensuring they are allowable under limitations, restrictions, and policies, as well as determining availability of funds for items being purchased. Prepare spreadsheets and maintain databases to track certain expenditures.
- Coordinate the efforts of various entities to ensure timeliness of complex orders and contracts involving multiple court units.
- Conduct product and project research and prepare and present findings and recommendations to senior management of applicable units.
- Identify and maintain documentation of vendors and sources of supply for goods and services. Review, evaluate, verify, and forward invoices for payment processing.
- Works with Budget Analyst with projections for IT spreadsheet, reoccurring obligations, cyclical replacement of goods and other purchases to ensure compliance with budget.
- Organize, manage and disseminate procurement documents and processes to procurement specialists.
- Assist the space and facilities team as needed with moves and other facility project coordination.
- Review and approve procurement specialists monthly Citibank statements.
- Works closely with Procurement and Facilities Manager.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

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

- Bachelor's degree (Business Administration, Accounting, Finance, or related field is preferred) with a minimum of three years of supervisory and specialized business, procurement or related experience equivalent to work at a CL-26 level. Specialized experience is defined as progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain:
  - Skill in developing the interpersonal work relationships to lead a team of employees,
  - The ability to exercise mature judgment, and
  - Knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the District Court.
- Excellent oral and written communication skills.
- Excellent project management and organizational skills.
- Proficient in Microsoft Office products, with a strong understanding of Excel.
- Ability to obtain and maintain Contracting Officer Contracting Program certification level 1-3.
- Demonstrated skill in negotiating terms and conditions of service and contracts with vendors.
- Demonstrated ability to prepare and maintain purchase orders and other similar documents, as well as maintaining detailed records.
- Proven ability to multi-task, be proactive, and highly self-motivated.
- Demonstrated ability to conduct in-depth research, analyze options, and manage complex procurement, financial and project management issues.

To qualify for the CL27 a minimum of one year of specialized experience equivalent to work at

HOW TO APPLY

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

Subject of Email: PA 1026

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.

a CL26 level is required. To qualify for the CL28 a minimum of one year of specialized experience equivalent to work at a CL27 level is required. To qualify for the CL29 a minimum of one year of specialized experience equivalent to work in a CL28 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 to 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.”

In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Court may elect to select a candidate from the applicants who responded to the original announcement without reposting the position.

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