



**United States District Court  
District of South Dakota  
Probation and Pretrial Services Office**

**VACANCY ANNOUNCEMENT 16-21**

**POSITION TITLE:** Administrative Services Specialist/Contracting Officer  
**POSITION TYPE:** Regular, Full-time (40 hours per week)  
**POSITIONS AVAILABLE:** 1  
**LOCATION:** Sioux Falls, South Dakota  
**SALARY RANGE:** CL 26 (\$43,140 - \$70,103)  
**OPENING DATE:** July 13, 2016  
**CLOSING DATE:** July 29, 2016

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**DUTIES AND RESPONSIBILITIES**

The United States District Court for the District of South Dakota is seeking a full-time Administrative Services Specialist in Sioux Falls, South Dakota. Incumbent will maintain responsibility for ensuring the court is supplied with proper materials, equipment and services to function optimally. They will also assist in performing administrative and technical work related to procurement, day-to-day building management issues, and space and facilities projects. The Administrative Services Specialist ensures compliance with appropriate guidelines, policies and approved internal controls. In addition, incumbent specializes in travel authorizations and vouchers according to the travel provisions contained in the *Guide to Judiciary Policies and Procedures*.

**REPRESENTATIVE DUTIES**

- Procure authorized supplies, equipment, services and furnishings from the government and non-government sources through new contracts, competitive bids or existing government contracts.
- Adhere to the *Guide to Judiciary Policy* regarding procurement program policies, procedures, and practices. Adhere to the court's internal procedures and separation of duty practices.
- Assist with writing and/or revising operating procedures for procurement management.
- Serve as a technical liaison between the contractor and the contracting office.
- Assist in the negotiations with the vendors for the best price over contracted services and purchases.
- The Administrative Services Specialist will identify and maintain lists of vendors and sources of supply for goods and services.
- Assist in the research and evaluation of suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, as well as their reputation and history.
- Draft specifications, solicitations, and requests for qualifications/proposals.
- Assess requests for goods and services; ensure they are allowable under limitations, restrictions, and policies.
- Verify that accounts have funds available for items being purchased.

- The Administrative Services Specialist will prepare spreadsheets and maintain data bases to track certain expenditures.
- Review, evaluate, and verify accuracy of invoices and forward payment.

## **QUALIFICATIONS**

This position requires two years of progressively responsible experience in an administrative-related field that demonstrates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of this position. A bachelor's degree is preferred, but not required. Applicants must have a demonstrated ability to apply a body of rules, regulations, directives, or laws with accuracy. Candidates must possess excellent communication, organizational and computer skills as well as the ability to work independently and learn policies and procedures.

## **BENEFITS**

Employees of the United States Courts are not classified under Civil Service but are entitled to similar benefits. These benefits include:

- Ten paid holidays per year.
- Paid annual leave in the amount of 13 days per year for the first three years; 20 days after three years, and 26 days after fifteen years.
- Paid sick leave in the amount of 13 days per year (unlimited accumulation).
- Optional participation in the Federal Employees Health, Dental, and Vision Benefit program.
- Optional participation in the Federal Employees Group Life Insurance program.
- Mandatory participation in the Federal Employees Retirement System and the Social Security retirement program.
- Optional participation in the Thrift Savings Plan (similar to a 401K plan with government matching, when eligible).
- Eligible for private long-term disability plan options.
- Eligible to enroll in a private long-term care insurance program.
- Eligible to participate in flexible benefit programs.

## **APPLICATION PROCESS**

Qualified applicants should submit the following:

- 1) A completed Federal Judicial Branch Employment Application Form AO 78 (available at <http://www.uscourts.gov> under Library>Forms)
- 2) A detailed resume

Please send application materials to:

**Becky Orth re: Vacancy 16-21**  
314 S. Main Avenue, Suite 100  
Sioux Falls, SD 57104

or via email: [becky\\_orth@sdd.uscourts.gov](mailto:becky_orth@sdd.uscourts.gov)

If you have questions about the application procedures, please call Becky Orth at 605.977.8953.

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

**U.S. PROBATION AND PRETRIAL SERVICES, DISTRICT OF SOUTH DAKOTA, IS  
AN EQUAL OPPORTUNITY EMPLOYER.**

<http://www.sdp.uscourts.gov/>