

UNITED STATES DISTRICT COURT



District of Maine Position Vacancy Announcement

POSITION TITLE: Procurement Specialist

POSITION TYPE: Permanent, Full-Time*

LOCATION: U.S. District Court, Bangor, Maine

SALARY RANGE: CL25 (\$49,361 - \$80,265)
CL 26 (\$54,372 - \$88,366)
Starting salary determined by qualifications and experience as outlined under Qualifications. Budget permitting, this position has promotion up to CL 27 without further posting or competition.

OPENING DATE: September 14, 2026

CLOSING DATE: Open until filled, with preference given to applications submitted by October 9, 2026

***The position could also be filled on a part-time basis if necessary. Applicants interested in less than full-time employment should indicate so in their cover letter.**

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, any of which actions may occur without prior written notice or other notice.

POSITION OVERVIEW:

Procurement Specialists perform and coordinate administrative, technical, and professional work related to ensuring that court units within the District of Maine are supplied with the materials, equipment, and services required to function optimally, including ensuring compliance with the appropriate guidelines, policies, and approved internal controls. Procurement Specialists purchase supplies, equipment, and furnishings within a set dollar amount. In addition, they maintain service contracts. Upon hire, employee must complete the Procurement Training and Contracting Officer Certification Program. A Procurement Specialist reports to a supervisor or manager.

REPRESENTATIVE DUTIES:

- Procure 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.
- Assess requests for goods and services by ensuring that they are allowable under limitations, restrictions, and policies, as well as determining availability of funds. Review accounting records of each functional allotment and reconcile accounts. Ensure that accounts have funds available for items being purchased. Prepare spreadsheets and maintain databases to track certain expenditures.
- Maintains purchasing records and reports; monitors purchase orders to ensure timely completion or deobligation in JIFMS (i.e., specialized accounting software).
- Adhere to the Guide to Judiciary Policy, including Volume 14 (Procurement). Adhere to the court unit's internal control procedures.
- Identify and maintain lists of vendors and sources of supply for goods and services. Review, evaluate, verify, and process invoices and prepare payment requests. Update the inventory listing of property and conduct inventory reconciliations.
- Some same day and/or overnight travel divisional office in Portland may be required.
- All other duties as assigned.

QUALIFICATIONS:

Required:

Education: High School Diploma and at least one year of specialized experience equivalent to work at CL-24 level.

Specialized Experience Definition:

CL 25: Entry-level position. Candidates must possess at least one (1) year of specialized experience that involves the regular and recurring application of clerical procedures demonstrating the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in governmental offices, law firms, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

CL 26: Candidates must possess at least two (2) years of progressively responsible specialized experience that involves the regular and recurring application of clerical procedures demonstrating the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in governmental offices, law firms, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations. One year of specialized experience may be substituted by a bachelor's degree in accounting, finance, business administration, or a related field from an accredited college or university. and superior academic achievement as listed below.

Court Preferred Qualifications:

- College degree and/or coursework in accounting, acquisition, business administration or a related field.
- Knowledge of procurement and/or financial guidelines, policies, practices and protocols.
- Prior experience with federal procurement and/or the federal judiciary.
- Strong interpersonal, verbal and written communication skills.
- Ability to prioritize tasks, follow through, and frequently provide status updates to end-users and interested parties.
- Strong computer skills, including proficiency in Excel and Word. Knowledge of automated systems used for preparing purchase orders and related procurement activities.
- Excellent organizational skills and attention to detail.
- Ability to lift and move 20 lbs. or more.

COMPENSATION:

Compensation and classification level will be set based on the work experience, qualifications, and salary history of the successful candidate.

EMPLOYEE BENEFITS:

The United States District Court offers a generous benefits package to full-time, permanent employees, which includes:

- 11 Paid Federal Holidays

- 13 Days Paid Vacation (per year for the first three years)
- 20 Days Paid Vacation (after three years)
- 26 Days Paid Vacation (after fifteen years)
- 13 Days Paid Sick Leave
- Medical Insurance
- Optional – Dental and Vision Coverage
- Life Insurance
- Thrift Savings Plan with matching funds (401k & Roth 401k style)
- Participation in Federal Employees Retirement System (FERS-FRAE)
- Health and Dependent Care Reimbursement Programs
- Public Transit Subsidy Program
- Optional - Long-Term Care Insurance
- Employee Assistance Program, which provides free counseling, financial assistance, and basic legal services to all eligible employees
- Telework flexibility in accordance with local policy.

NOTICE TO APPLICANT:

- Applicants must be a U.S. citizen or be eligible to work in the United States.
- Employees of the United States District Court are “At Will” employees and are required to adhere to a Code of Conduct for Judicial Employees.
- The selected candidate will be subject to a 10-year FBI background check (including references, criminal history, and credit history) as a condition of employment.
- All appointments are subject to mandatory electronic funds transfer for payment of net pay.
- The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.

HOW TO APPLY:

To be considered for this position, all applicants must submit:

- Resume (including full educational summary, employment history, and salary history);
- Cover Letter (indicating interest in part-time or full-time employment)
- Contact list of three professional references; and
- AO78 - [Judicial Employment Application](#)
- Responses to the following Pre-Interview Questions:
 - How would your coworkers or supervisor describe you?
 - Tell us about a situation where you had to meet a customer’s needs by explaining procedural information to a customer. What was the outcome?

Application packages will not be considered complete unless all items have been received. The applicants deemed most qualified will be invited to participate in a personal interview at their own expense. Interviews may be conducted prior to the deadline outlined above. This announcement may close earlier if a suitable candidate is found prior to the closing date. Relocation expenses will not be reimbursed.

Send a compiled single PDF of the required documents via email to apply@med.uscourts.gov with “Procurement Specialist” in the subject line.

This position will remain open until filled, with preference given to applications submitted before October 9, 2026.

The U. S. District Court is an Equal Opportunity Employer