



UNITED STATES DISTRICT COURT

DISTRICT OF COLUMBIA PROBATION OFFICE

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JOB OPPORTUNITY

Announcement Number: 26-DC-04

Position Title: Procurement Technician

Grade/Salary Range: CL-25 (\$56,478 - \$91,839)
(Depending upon qualifications and experience)

Position Information: Full-time/Permanent/Excepted Service
(One position is available)

Position Location: Washington, DC

Area of Consideration: Open to all qualified sources.

Open Date: September 22, 2026

Closing Date: Open Until Filled

How to Apply: To be considered for this “at will” position, applicants are required to submit the following:

- A cover letter detailing how your experience relates to the position requirements
- [AO-78, Federal Judicial Branch Application for Employment](#) (can be downloaded from www.uscourts.gov) (Note: Page 5 of the AO-78 must be completed and signed.)
- A resume detailing all relevant experience, education, and skills

Failure to submit a complete, typed, and signed cover letter and AO-78, and resume will result in immediate disqualification. Description of Work section of the AO-78 must be complete to include salary information. Indicating “see resume” is not acceptable. Incomplete and/or unsigned applications will not be considered, returned or retained. **Only applicants selected for an interview will be contacted and must travel at their own expense.** Virtual interviews may be conducted in lieu of face-to-face interviews. One application per candidate will be accepted for this announcement.

Applications may be mailed/hand-delivered to:

United States Probation Office
Attn: Human Resources
333 Constitution Avenue, NW, Suite 2214
Washington, DC 20001-2866
Reference Announcement: 26-DC-04

or e-mailed to: jobs@dcp.uscourts.gov

For questions, please contact the Human Resources Department at 202-354-3200. For additional opportunities and information, please see our website: <https://www.dcp.uscourts.gov/career-opportunities>.

JOB SUMMARY:

The position of Procurement Technician is located in the United States Probation Office in the United States District Court for the District of Columbia. The Procurement Technician reports to the Budget and Procurement Manager and serves as a back-up to the Procurement and Facilities Specialist. The Procurement Technician also provides assistance with contracting functions, quality control, and ensures integrity and efficiency of the treatment services to the persons under supervision in accordance with approved policies and procedures.

DUTIES AND RESPONSIBILITIES:

- Ensure the Probation Office meets Administrative Office contracting directives by reading and becoming familiar with the Guide to Judiciary Policy, Volume 14: Procurement Simplified Procurement Procedures for Treatment Service; Treatment Services Request for Proposal (RFP) Generator; Blanket Purchase Agreement (BPA) Step-by-Step Procedures and Overview Manual; and other treatment services directives.
- Develop catchment areas for BPAs as needed, as well as vendor/contract numbers during each contracting cycle.
- Prepare RFPs and mails documents to current, solicited, and/or interested treatment vendors in each catchment area.
- Review and evaluate vendor responses pursuant to criteria established in the RFP and make recommendations regarding awarding of contracts.
- Notifies all vendors who submitted RFPs of decision to award or not to award the contract. Maintain contract and invoice files.
- Prepare and present group vendor training presentation/packet on billing, preparation of reports, processing of forms, etc., as needed. Assists treatment services specialists with conferences/training for vendors, as needed.
- Communicates regularly with agencies regarding contracts, BPAs/RFPs, and the Probation Office's expectations.
- Maintain and update the Probation Office's random urinalysis calendar for vendors on a monthly basis.
- Maintains AO Treatment Services certification.

- Ensure information and authorization are accurate by reviewing, approving, and processing Probation Form 45s (P45) and email the P45 to vendors. Reviews and approves monthly invoices.
- Contact vendors regarding invoice submissions that are not clearly documented, preventing duplication or overpayment. Review and communicate to vendors incorrect procedures utilized to avoid future mistakes in billing.
- Correct invoices as necessary and communicate with treatment agencies regarding corrections.
- Conduct on-site visits and monitoring reports. Determine if agencies are not meeting quality standards by observing paperwork, quality of assessments, and communication from the agencies.
- Monitor treatment services expenditures from BOC 2526-drug aftercare; BOC 2530-mental health; BOC-2548-sex offender; and BOC 2536-location monitoring.
- Complete BPA renewals.
- Maintain Provider List for district-wide access with contact and agreement information.
- Enter and maintain providers, rates, and purchase order information in PACTS and perform rollovers for new fiscal years, as required.
- Procure supplies, equipment, services, and furnishings from government and non-government sources or existing government contracts. Plan and coordinate time and delivery of purchases.
- Assess requests for goods and services by ensuring they are allowable under limitations, restrictions, and policies. Confirm availability of funds. Prepare spreadsheets and maintain databases to track certain expenditures.
- Check deliveries and packing slips against orders for type, quantity, and condition. Deliver and issue materials and supplies to requestors and offices throughout the district.
- Prepare purchase orders, deliver orders, task orders, contracts, or modifications and forward for approval.
- Review and compare invoices from suppliers including supporting documentation; along with routine weekly and monthly reoccurring bills to provide to Budget and Procurement Manager to process payments.
- Prepare and process Reimbursable Work Authorizations (RWAs) for tenant alteration and cyclical maintenance work.
- Order repairs and oversee maintenance on office equipment.
- Adhere to the Guide to Judiciary Policy and Judiciary Procurement Program Procedures.
- Adhere to the court unit internal controls procedures.
- Oversee government car maintenance and care.
- Perform other duties as assigned.

JOB REQUIREMENTS:

- Knowledge of procurement procedures, guidelines, policies, practices, and protocols used within the court unit.
- Knowledge of general government procurement policies and procedures.
- Knowledge of financial systems and protocols needed to maintain purchase order information and invoice payment processing.
- Skill in preparing requests for qualifications/proposal/quotation documents.
- Skill in completing various forms used in the procurement process and maintaining related records.

- Skill in researching and interpreting guidelines, rules, regulations, and policies related to purchasing.
- Ability to interpret and implement federal judiciary guidelines and policies regarding purchasing.
- Ability to obtain Contracting Officer Contracting Program certification (Levels 1 – 3).
- Skill in negotiating terms and conditions of services and contracts with vendors.
- Skill in developing specifications through interaction with subject matter experts to identify their needs to be articulated in solicitations and formal requests.

JOB QUALIFICATION STANDARDS:

Required Education: The successful candidate must possess a high school diploma or equivalent.

Preferred Education: A bachelor's degree from an accredited four-year college or university.

General Experience: Two years of progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills to perform the position's duties.

Specialized Experience: One year of 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 perform the position's duties successfully and involves the routine use of automated software and keyboarding for word processing, data entry and report generation.

Preferred Experience: Possess all training related to the procurement and/or procurement contracting officer, as part of the Administrative Office's Contracting Officers' Certification Program (COCP) or its equivalent. Knowledge of JIFMS is helpful.

EMPLOYEE BENEFITS: Full-time employees of the United States Probation Office for the District of Columbia are eligible for a full range of benefits to include:

- A minimum of 11 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Federal Employees' Retirement System (FERS)
- Optional participation in the Thrift Savings Plan (TSP), the Federal Employees Health Benefits Program (FEHBP), Federal Dental and Vision Insurance Program (FEDVIP), the Federal Employees' Group Life Insurance (FEGLI), the Flexible Benefits Program, the Commuter Benefit Program, SmartBenefits (mass transit subsidy up to \$340 per month), Long-Term Care Insurance, and Professional Liability Insurance
- Workers' Compensation Program
- On-site physical fitness facility
- Flexible work schedule
- Federal Occupational Health Services Program (FOH)/ On-site Health Unit
- Employee Assistance Program (EAP)/Work Life Services
- Virtual Learning through the Judiciary Online University

- Student Loan Forgiveness for Public Service Employees
- Priority enrollment for children beginning at three months of age until kindergarten of all employees of the United States Courts in the Thurgood Marshall Child Development Center (TMCDC)

For more detailed information about federal court benefits, please go to:

www.uscourts.gov/careers/benefits.

CONDITIONS OF EMPLOYMENT:

United States citizenship is required for consideration for this position.

Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).

Employees of the United States Probation Office for the District of Columbia are excepted service appointments. Excepted service appointments are “at will” and can be terminated with or without cause by the court.

Employees are required to use the Electronic Funds Transfer (EFT) for payroll deposit.

Final candidates will undergo a background check and must successfully complete a Moderate Risk Background Investigation (MBI), a five-year investigation with five-year periodic updates.

Selection will be made consistent with the provisions of the Equal Employment Opportunity Plan adopted by the United States District and Bankruptcy Courts for the District of Columbia.

Revised 10/08/2026.