



United States District Court Eastern District of New York

www.nyed.uscourts.gov

Vacancy Announcement Announcement #26-10/PROASST

Position: Procurement Assistant

Location: Brooklyn Office – 225 Cadman Plaza East

Position Type: Full-Time Permanent

Salary Range: Salary: CL 24-26 (\$52,678 - \$70,084) *

*In-House Applicants: Promotion potential of six (6) percent above current grade to next grade level if successful applicant is not at CL 25 or 26 level based on experience.

Opening Date: **Monday, February 2, 2026**

Closing Date: **Friday, February 13, 2026**

Introduction:

The Clerk's Office of the U.S. District Court is looking for candidates to join our team as a Procurement Assistant. The incumbent performs and coordinates administrative, technical, and professional work ensuring that the court unit is provided with supplies, materials, equipment, and services required for optimal functionality.

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. Compare invoices against purchase orders for type, quantity, and condition.
- Assess requests for goods and services by ensuring they are allowable under limitations, restrictions, and policies. Confirm availability of funds. Provide expenditure reports to supervisor for budget control purposes.
- Tag furniture and other office materials for the purpose of tracking inventory. Move, set up, and examine furniture and equipment.
- Prepare purchase orders from approved requests; ensuring proposed purchase will satisfy the requestor's need, and forward for approval. Review invoices from suppliers and prepare payment vouchers for approval, including supporting documentation.
- Order repairs and oversee maintenance on office equipment, including monthly meter reading for all leased copiers. Deliver and issue materials and supplies to requestors.
- Adhere to the *Guide to Judiciary Policy*, including *Procurement Volume 14*, and court unit internal controls procedures.
- Research potential vendors; Identify and maintain lists of vendors and sources of supply for goods and services and order supplies.
- Meter and process outgoing mail; maintain a weekly log of postage balances and perform periodic reviews.
- Fulfill requests for supplies and deliver them to staff.
- Assist with setting up for court events, including setting up tables, etc.
- Performs other duties as assigned.

Qualifications:

To qualify for the starting salary, an individual must have a high school diploma or equivalent. For a salary at the CL 24 grade level, one year of progressively responsible clerical work requiring the routine use of keyboard skills and use of specialized terminology,

with demonstrated ability to apply a body of rules, regulations, directives or laws (generally found in courthouses, law firms, insurance offices, educational institutions, etc.). For grade CL 25 or 26, two years of experience doing progressively responsible clerical work.

The successful applicant should have excellent interpersonal and verbal communication skills, courtesy in dealing with the public, positive attitude and consistent delivery of excellent customer service is required.

The successful applicant must be well organized, have attention to detail, and be able to work independently and shows initiative in starting, prioritizing and completing tasks.

BENEFITS: Benefits include participation in the Federal Employees' Retirement System which contributes to the Social Security Retirement Program, Federal Employees' Health Benefits, Federal Employees' Group Life Insurance, Thrift Savings Plan (similar to a 401k plan with employer matching contributions), paid holidays, annual/sick leave accrual, fitness membership and childcare center (fee applies) and other benefits. An overview of Federal Judiciary benefits is accessible at:

<https://www.uscourts.gov/careers/benefits>

APPLICANT INFORMATION: The U.S. District Court falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under "Excepted Appointment" and are considered "At-Will" employees. Federal Civil Service rules do not apply. As such, employment may be terminated by either the employer or the employee with or without cause.

Qualified candidates must submit ALL of the following documents in **ONE Adobe (pdf) document** to

<https://edny.app.box.com/f/4cbacae492494148a7f67c3ed4ee6214>

1. Letter of interest.
2. Resume;
3. An Application for Judicial Branch Federal Employment (AO-78). The AO-78 Form is available on the U.S. Courts website at: <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>.

(Do not complete questions 18-20, see last paragraph)

Address your cover letter to:

Attn: Jeffery Howell, Director of Human Resources
United States District Court, EDNY
225 Cadman Plaza East
Brooklyn, New York 11201

Incomplete applications may not be considered. Only applicants selected for an interview will be notified. All application information is subject to verification. The court reserves the right to modify, withdraw, conduct interviews and fill the vacancy at any time, with any action occurring without prior written or other notice.

Other Information:

- Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship.
- Applicants selected for interviews must travel at their own expense.
- The selectee for this position is subject to a criminal record check and satisfactory adjudication by the employing office to be eligible for employment. Candidates will not be asked about their criminal history prior to receiving a tentative offer of employment. Candidates completing the AO-78 are not required to complete questions 18-20 regarding criminal history. Criminal history is not in itself disqualifying. All available information, past and present, favorable and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. Providing false and/or misleading information may be ground for removal from the application and selection process, or disciplinary action up to removal if discovered after an individual's date of hire.
- Employees are required to use Electronic Funds Transfer (EFT) for payroll direct deposit.
- Federal court employees are appointed under the excepted service.
- Employees are required to adhere to Code of Conduct for Judicial Employees which is available for applicants to review here: <https://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>
- The Eastern District of New York is committed to a workplace of respect, civility, fairness, tolerance and dignity, free of discrimination and harassment. These values are essential to the Judiciary, which holds its Judges and Employees to the highest standards.

The United States District Court for the Eastern District of New York is an Equal Employment Opportunity Employer