



**United States District Court for the
Southern District of Alabama
Mobile, Alabama**

**VACANCY ANNOUNCEMENT 26-01
PROCUREMENT AND FINANCIAL SPECIALIST**

The United States District Court for the Southern District of Alabama is currently accepting applications for a full-time Procurement and Financial Specialist. This is a permanent position with scheduled hours of Monday through Friday, 8:00 a.m. to 5:00 p.m., located in the Clerk's Office in Mobile, Alabama. The Procurement and Financial Specialist reports to the Financial Director and will serve a six-month probationary period.

Position: Procurement and Financial Specialist
Classification Level: CL26
Salary Range: \$54,372 – \$88,366
Opening Date: February 11, 2026
Closing Date: Open Until Filled
Promotional potential up to CL27 without further competition.
Salary determined by qualifications and experience.

MISSION OF THE CLERK'S OFFICE:

The United States Courts are an independent, national judiciary providing fair and impartial justice within the jurisdiction conferred by the Constitution and Congress. As an equal branch of government, the federal judiciary preserves and enhances its core values as the courts meet changing national and local needs.

POSITION OVERVIEW:

The Procurement and Financial Specialist procures supplies, services, equipment and furnishings ensuring the court unit functions optimally. The incumbent assesses requests for goods and services, ensuring they are allowable under federal laws and judiciary policies. In conjunction with the Financial Director, the incumbent conducts in-depth research, analyzes options, and communicates the results for complex procurements. The incumbent prepares detailed solicitation specifications, negotiates service contracts, and prepares purchase orders utilizing a strong knowledge of procurement policies and practices. This position will also perform various accounting and financial activities to ensure the accountability of funds collected, deposited, distributed, and disbursed. The Procurement and Financial Specialist ensures compliance with appropriate federal contracting laws, ensures accuracy and completeness of records, and maintains compliance with internal controls and separation of duty guidelines, while preventing legal or personal liability against the court unit executive and the employee.

DUTIES AND RESPONSIBILITIES:

- Procure authorized 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. Serve as a purchase card holder for small dollar procurements.

- Assess requests for goods and services, ensuring they are allowable under limitations, restrictions, and policies. Verify that accounts have funds available for items being purchased. Prepare spreadsheets and maintain databases to track contract renewal dates and certain expenditures. De-obligate any funds that were not utilized for the intended purpose.
- Adhere to the Guide to Judiciary Policy and Judiciary Procurement Program Procedures in all procurement actions. Give advice and explain requirements of the Guide to Judiciary Policy as they relate to proper disbursement. Adhere to the Court's internal control and separation of duty procedures.
- Identify and maintain lists of vendors and sources of supply for goods and services. Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production, and distribution capabilities as well as the reputation and history. Prepare specifications, solicitations, and requests for qualifications/proposals; research products and equipment and prepare product/equipment specifications. Obtain and review competitive bids, quotes, and proposals from vendors and contractors; discuss evaluations and review with requesters, management, and subject matter experts.
- Negotiate with vendors to obtain the best price available for contracted services and purchases. Coordinate with selected vendors on supply and delivery of purchased items. Work with Financial Director to evaluate and monitor contract performance to ensure compliance with contracted obligations; assist with clarifying contract requirements and resolving any conflicts.
- Maintain all educational and training requirements for the judiciary's Contracting Officer Certification Program (COCP) and become certified with Level 1 (Government Purchase Card), Level 2 (Contract Court Interpreter and Court Reporter) and Level 3 (Contracting Officer) authority within one year of appointment to the Procurement and Financial Specialist position.
- Review, evaluate, and verify accuracy of invoices for goods and services, travel reimbursement requests and juror payments. Prepare payments for management review and Certifying Officer approval. Maintain certification as a Level 1 Approving Officer for payments.
- Post financial receipts from various sources and analyze accounting records consisting of cash receipts journals, registry fund, deposit fund, and other fiscal records. Transactions involving criminal debt are monitored to ensure the General Ledger remains in balance and, when necessary, research and correct any out-of-balance issues.
- Transfer funds as required to unclaimed in accordance with requirements contained in the Guide to Judiciary Policy.
- Invest and disburse funds into and out of the Court Registry Investment System per court order.
- Create complete case accounting records related to criminal debt management, including restitution cases, ensuring accuracy of information in accordance with the Judgment and Commitment order. Establish complete case records related to Prison Litigation Reform Act orders.
- Communicate professionally and effectively with judges, court staff, other judicial agencies, attorneys, and the public, responding to questions and inquiries on financial matters relating to the District Court.
- Assist with the formulation, evaluation, and implementation of policies, procedures, and protocols related to financial operations.
- Generate standard reports from databases and computerized systems.
- Adhere to court unit's internal control procedures.
- Perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

A successful candidate must have the ability to apply a body of rules and regulations to complete financial transactions. All data is maintained in an automated accounting system; therefore, knowledge of computer accounting software is required. Excellent customer service skills, verbal and written communication skills, ability to maintain confidentiality, and ability to work in a team setting are required. A bachelor's degree from an accredited four-year college or university is required. Ability to obtain Contracting Officer Contracting Program certification is required. Ability to lift, push, and move objects that can sometimes be up to 50 lbs. is required. The successful candidate must be able to display professional and positive demeanor and appearance appropriate for a court environment (business/office wear-professional). Familiarity with Microsoft Excel is required. Previous government finance experience is preferred. Previous government purchasing experience is preferred. Knowledge of accounts, procedures, and applicable financial systems of the judiciary is preferred. Previous experience in preparing requests for qualifications/proposal/quotation documents is preferred. As a condition of employment, the selected candidate must successfully complete a background investigation with periodic updates every five years thereafter.

CL 26: One year of specialized experience equivalent to work at the CL-25 level is required.

CL 27: One year of specialized experience equivalent to work at the CL-26 level is required.

Specialized experience is: Progressively responsible clerical or administrative experience that provided knowledge of the rules, regulations, practices, and principles of financial administration and/or accounting; and involved the routine use of automated financial and accounting systems or other computer-based systems and applications such as word processing, spreadsheets, or databases.

COMPENSATION AND BENEFITS:

Compensation will be based on experience and qualifications in accordance with policies and guidelines of the Court Personnel System (CPS). The Court offers a competitive benefits package and is a qualifying employer for [Public Service Loan Forgiveness](#).

Employees are eligible for retirement plans, federal employee's group health insurance, life insurance, dental/vision insurance, and flexible benefits programs. For more information on federal court benefits, please visit: <https://www.uscourts.gov/careers/benefits>.

CONDITIONS OF EMPLOYMENT:

Applicants must be United States citizens or otherwise authorized to work in the United States. Employees are required to adhere to the [Conduct of Conduct for Judicial Employees](#). Employment with the United States District Court is on an Excepted Service basis, meaning appointments are at-will and may be terminated at any time, with or without cause. Employees must participate in the Electronic Funds Transfer (EFT) system for payroll deposits.

This position is classified as a high-sensitive role within the federal judiciary. The selected candidate will undergo an FBI fingerprint background check as a condition of employment and may be subject to periodic updates. Employment is provisional until the completion of the

background check and a favorable suitability determination. Unsatisfactory results may result in termination.

APPLICATION PROCEDURES:

Qualified applicants must submit a **single PDF document** containing the following to alsd_hr@alsd.uscourts.gov.

- 1) A letter of interest explaining how your experience aligns with the requirements of the position.
- 2) A resume outlining all relevant experience, education, and skills.
- 3) A completed Application for Judicial Branch Employment (Form AO 78), available on the Court's website: www.alsd.uscourts.gov.

Applications that are incomplete will be disqualified for consideration. Only applicants selected for further consideration will be contacted; those not selected will not receive notification. Applicants are asked not to contact the Court to check on the status of your application. The U.S. District Court reserves the right to modify or withdraw this job announcement at any time without prior notice.

The United States District Court is an Equal Employment Opportunity Employer.