



United States Bankruptcy Court
District of Delaware
824 N. Market Street
Wilmington, DE 19801
www.deb.uscourts.gov

CAREER OPPORTUNITY

Vacancy Announcement #27-02

Position: **PROCUREMENT & FACILITIES SPECIALIST**

Position Type: **Full-Time Permanent**

Number of Positions: **One**

Salary Range: CL 26/27/28 (\$59,913 - \$97,807)
The Salary range above reflects the expected salary range of this position based on qualifications and experience.

Duty Location: 824 North Market Street, Wilmington, DE 19801

Opening Date: September 24, 2026

Closing Date: October 23, 2026

Position Overview:

The Procurement and Facilities Specialist provides support to the court's finance, procurement, and facilities office in accordance with approved internal procedures and policies. The incumbent performs administrative and technical work related to procurement, day-to-day building management issues, and space and facilities projects.

Representative Duties and Responsibilities:

- Assesses requests for goods and services, ensuring they are allowable under limitations restrictions, and policies.

- Verifies that accounts have funds available for items being purchased.
- Procures authorized supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids, or existing government contracts.
- Utilizes an automated system (JFMIS) to track purchases.
- Recommends cyclical replacement of equipment.
- Reviews, evaluates, and verifies accuracy of invoices and forwards for payment.
- Identifies and maintains lists of vendors and sources of supply for goods and services.
- Assists 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.
- Drafts specifications, solicitations, and requests for qualifications/proposals. Research products and equipment. Drafts product/equipment specifications. Assists in obtaining and reviewing competitive bids, quotes, and proposals from vendors and contractors. Discusses evaluations and review with requesters, subject matter experts, and management.
- Serves as a contracting officer between the contractor and the court. Assists in the negotiation with vendors for the best price over contracted services and purchases.
- Evaluates and monitors contract performance to ensure compliance with contracted obligations. Assist with clarifying contract requirements and resolving any conflicts.
- Assists in writing and/or revising operating procedures for procurement management.
- Assists the clerk in monitoring and overseeing space and facilities project work. Assesses, documents, prioritizes, and responds to project problems. Attends or participates in project or construction meetings as a representative of or advisor to the clerk.
- Monitors, coordinates, and reacts to day-to-day facilities management issues, which may involve structures, building systems, technology, grounds, and security.
- Maintains files related to facilities management, space planning, and space and facilities projects.

Minimum Qualifications:

- A minimum of two years of progressively responsible clerical, office, or other work that indicates possession of, or the ability to acquire the knowledge and skills needed to performance the duties of the position.
- General understanding of financial transactions, and the ability to learn the responsibilities specific to the court.
- Detail oriented
- Excellent interpersonal skills
- Ability to multi-task and be a problem-solver who is solution oriented.
- Ability to work both independently and collaboratively.
- Excellent communication (written and verbal) skills.
- Knowledge and skill in using Microsoft Office.
- Excellent computer and data entry skills with a demand for accuracy and quality assurance.
- Ability to lift and move boxes weighing a minimum of 30 lbs.

Court Preferred Qualifications:

- Federal judiciary procurement experience.
- Prior experience with JIFMS.
- Bachelor's degree

Conditions of Employment:

- Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are "at will" and can be terminated with or without cause by the Court. Federal Government Civil Service classifications/regulations do not apply.
- The initial offer is contingent upon the completion of a criminal background investigation. The offer can be rescinded, or employment terminated without notice, if the background investigation results show any offenses that would make you an unsuitable candidate or employee of the United States Bankruptcy Court, District of Delaware.
- The Court requires employees to adhere to the Code of Conduct for Judiciary Employees.

- Applicants must be a U.S. citizen or meet requirements under current law.
- Expenses associated with the interviews or relocations will be not reimbursed.

Benefits:

- Federal Judiciary benefits include paid vacation, sick leave and holidays; participation in federal health insurance, life insurance and retirement programs, including the Thrift Savings Plan (tax-deferred retirement savings and investment plan with matching contributions); supplemental dental and vision insurance, and flexible benefit and commuter programs. An overview of Federal Judiciary benefits is accessible at:
 - <http://www.uscourts.gov/Careers/BeneFitForLife.aspx>

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Application Procedure:

Qualified candidates may apply by sending a single pdf file containing a cover letter that specifies qualifications in relation to the position, a resume detailing qualifications and experience and a completed Application for Judicial Branch Federal Employment (Form AO78) with current and past salaries indicated to deb_jobs@deb.uscourts.gov

The Application for Judicial Branch Federal Employment (Form AO78) can be found on the Court’s Website under the Employment section.

The United States Courts is an Equal Opportunity Employer.

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