



FEDERAL PUBLIC DEFENDER
CENTRAL DISTRICT OF ILLINOIS

POSITION ANNOUNCEMENT
PROPERTY & PROCUREMENT ADMINISTRATOR

Posted: July 14, 2021

Closing date: Open until filled, preference given to applications received by 7/28/21

The Federal Public Defender for the Central District of Illinois is accepting applications for the permanent position of Property & Procurement Administrator, stationed in the Peoria office. The Federal Public Defender's Office operates under the authority of the Criminal Justice Act 18 U.S.C. § 3006A to provide defense services in federal criminal cases and related matters by appointment from the court to individuals unable to afford counsel.

Duties. The Property & Procurement Administrator provides assistance and advice to the Defender and Administrative Officer in the areas of acquisition, maintenance of inventory, and management of property and procurement activities. In furtherance of these duties the Property & Procurement Administrator will:

- Ensure adherence to federal and local procurement practices and procedures.
- Serve as contracting officer to procure supplies, equipment, library materials, furnishings, and professional services from government and non-government sources through competitive bids, existing contracts, or new contracts.
- Advise staff on purchasing matters and prepare requisitions for necessary goods and services.
- Process purchase orders and invoices as authorized, ensuring accuracy and appropriateness.
- Prepare correspondence to and communicate with vendors or their representatives.
- Monitor funds obligated and expended for purchases.
- Maintain purchasing records and reports.
- Contract for maintenance and repair of office space, equipment, and furniture.
- Perform all other duties as assigned.

Requirements and Qualifications. Applicants must be United States Citizens or authorized to work in the United States. To qualify for this position, the applicant must have a bachelor's degree and have at least three years of general experience plus two years of specialized experience. Education above the high school level may be substituted for some specialized experience. Specialized experience includes a comprehensive knowledge of purchasing and property management; knowledge of statistical and analytical methods to assess financial, space, and support services requirements; knowledge of operations in a legal environment; or skills in the analysis of purchasing and property management issues. The successful applicant will possess excellent written and verbal communication skills, be detail-oriented, and have outstanding organizational skills.

Salary and Benefits. This full-time position is in the excepted service and offers full federal benefits, including Federal Employees Retirement System, Thrift Savings Plan, health and life insurance, annual and sick leave, and paid holidays. Direct deposit is required for payment of compensation for employees. The successful candidate will be subject to a high security background investigation as a condition of employment and will be subject to periodic updates. Starting salary will be commensurate with experience with a range from JSP (Judiciary Salary Plan) Grade 9, Step 1 to JSP Grade 12, Step 1

(currently \$53,433 to \$77,488 per annum). Otherwise-qualified candidates with less than the requisite specialized experience who are recent college graduates may be considered for a one- or two-year internship until the required years of general and specialized experience are completed. Starting salaries for these paid internships may begin at JSP Grade 5, Step 1 (\$35,265) or JSP Grade 7, Step 1 (\$43,683), depending on experience.

Application Information. Qualified persons may apply by sending the following, in **one** PDF document, to:

ilchr@fd.org

- (1) letter of interest
- (2) current and detailed resume
- (3) names and contact information for three work references who may be contacted
- (4) completed AO78 application

*The Federal Public Defender for the Central District of Illinois is an Equal Opportunity Employer. Women and minorities are encouraged to apply. Costs associated with interviewing and relocation will not be reimbursed. **No telephone inquiries please.***

FEDERAL JUDICIAL BRANCH APPLICATION FOR EMPLOYMENT

If you need additional space, continue under "Remarks" listing item number

1. Name <i>(Last, First, Middle Initial)</i>	2. Phone Number
3. Present Address <i>(Street, City, State, Zip)</i>	
4. Email Address	
5. Other Names Previously Used for Employment Purposes	6. Date of Birth <i>(complete only for law enforcement positions)</i>

GENERAL

7. Are you a U.S. Citizen? YES NO If no, give the Country of your citizenship _____

8. a. Were you ever a federal civilian employee? YES NO If yes, give highest civilian grade: _____ / _____ / _____
Pay Plan Grade Step

b. Are you receiving a federal civilian annuity payment? YES NO

c. Are you receiving federal severance pay? YES NO If yes, give former agency contact/telephone: _____

d. Have you received a federal separation incentive payment in the past 5 years? YES NO If yes, state mo/yr received and former agency contact/telephone: _____

9. Do you have any relatives who are Judges, Officers or employees of the United States Courts? YES NO If yes, give their names, positions, and relationships to you. _____

10. Have you ever served on active duty with the military? YES NO *(If yes, you will need to provide your DD-214 (copy 4), Certificate of Release or Discharge from Active Duty, so that your service may be verified and credited)*

BACKGROUND INFORMATION

For questions 11, 12, and 13, your answers should include convictions resulting from a plea of nolo contendere (no contest), but omit (1) traffic fines of \$300 or less, (2) any violation of law committed before your 16th birthday, (3) any violation of law committed before your 18th birthday if finally decided in juvenile court or under a Youth Offender law, (4) any conviction set aside under the Federal Youth Corrections Act or similar state law, and (5) any conviction for which the record was expunged under Federal or state law.

11. During the last 7 years, have you been convicted, imprisoned, on probation, or on parole? *(Include felonies, firearms or explosives violations, misdemeanors, and all other offenses)* YES NO If yes, provide in Section 19 the date, explanation of violation, place of occurrence, and name/address of police dept or court.

12. Have you been convicted by a military court-martial in the past 7 years? YES NO If yes, provide in Section 19 the date, explanation of violation, place of occurrence, and name/address of military authority or court.

13. Are you now under charges for any violation of law? YES NO If yes, provide in Section 19 the date, explanation of violation, place of occurrence, and name/address of police dept or court.

14. During the last 5 years, have you been fired from any job for any reason, did you quit after being told that you would be fired, did you leave any job by mutual agreement because of specific problems, or were you debarred from Federal employment by the Office of Personnel Management or any other Federal agency? YES NO If yes, provide in Section 19 the date, explanation of problem, reason for leaving, and employer's name/address.

15. Are you delinquent on any Federal debt? *(Include delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government, plus defaults of Federally guaranteed or insured loans (e.g., student loan, home mortgage loan)).* YES NO If yes, provide in Section 19 the type, length, and amount of delinquency/default, and steps being taken to correct the error/repay the debt.

EDUCATION

16. a. Do you have a high school diploma or G.E.D. equivalent? YES NO

b. Name and location of colleges or universities attended (including law schools)	Dates Attended	Credit Hours		Degree (include major if applying for law enforcement position)	Date Received	Grade Point Average and/or scholastic standing
		Quarter	Semester			

16. c. Other schools or training attended (list name/location of school, dates attended, subject studied, certificates received, and other pertinent data):

JOB RELATED SKILLS, AWARDS, SPECIAL ACCOMPLISHMENTS

17. List any skills (e.g., language, computer, keyboarding speed), honors, awards, or special accomplishments (e.g., memberships in professional/honor societies, leadership activities, performance awards) that you believe are relevant to your ability to perform the job:

APPLICANTS FOR LEGAL POSITIONS

18. a. Are you admitted to the Bar? YES NO If yes, list the Bar(s) to which admitted and date(s) of admission. If no, skip to 18b. _____
- Is your Bar membership ACTIVE INACTIVE
- b. What was your scholastic standing in law school? UPPER ½ UPPER ⅓ UPPER ¼
- c. Were you a member of an editorial board of law review or a moot court participant? YES No

19. REMARKS (Use this space for continuation of answers. List the item number being explained.)

WORK EXPERIENCE

(Start with your present position and work back 10 years. Include any military service. Use additional page if necessary.)

A

Dates of Employment <i>(mm/dd/yyyy)</i> From: _____ To: _____	Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____	Pay Plan/Grade <i>(If in federal Service)</i>	Place of Employment City _____ State _____
Name and Title of Immediate Supervisor Business Telephone: <i>(Area Code and Phone Number)</i>	Name and Address of Employer <i>(firm, organization, etc.)</i>	
Reason for Leaving		
Description of Work		

B

Dates of Employment <i>(mm/dd/yyyy)</i> From: _____ To: _____	Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____	Pay Plan/Grade <i>(If in federal Service)</i>	Place of Employment City _____ State _____
Name and Title of Immediate Supervisor Business Telephone: <i>(Area Code and Phone Number)</i>	Name and Address of Employer <i>(firm, organization, etc.)</i>	
Reason for Leaving		
Description of Work		

C

Dates of Employment (<i>mm/dd/yyyy</i>) From: _____ To: _____	Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____	Pay Plan/Grade (<i>If in federal Service</i>)	Place of Employment City _____ State _____
Name and Title of Immediate Supervisor Business Telephone: (<i>Area Code and Phone Number</i>)		Name and Address of Employer (<i>firm, organization, etc.</i>)
Reason for Leaving		
Description of Work		

D

Dates of Employment (<i>mm/dd/yyyy</i>) From: _____ To: _____	Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____	Pay Plan/Grade (<i>If in federal Service</i>)	Place of Employment City _____ State _____
Name and Title of Immediate Supervisor Business Telephone: (<i>Area Code and Phone Number</i>)		Name and Address of Employer (<i>firm, organization, etc.</i>)
Reason for Leaving		
Description of Work		

APPLICANT CERTIFICATION

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me, or firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

SIGNATURE _____

DATE SIGNED _____