



UNITED STATES DISTRICT COURT District of New Mexico

Honorable Kenneth J. Gonzales, Chief Judge
Mitchell R. Elfers, Clerk of Court

Office of the Clerk

333 Lomas Blvd. NW, Suite 270, Albuquerque, NM 87102

Telephone: 505-348-2000

NOTICE OF JOB OPPORTUNITY

Vacancy Announcement #: 26-DNM/AS-1

ANNOUNCEMENT DATE: February 10, 2026

CLOSING DATE: Open Until Filled
Preference given to applications received by February 24

POSITION: Procurement Specialist II

STARTING LEVEL/SALARY: CL 27, Step 1 – 61
\$59,732 to \$98,151 Annual
Depending on Qualifications, Location

LOCATION: Albuquerque, Las Cruces, or Santa Fe, New Mexico

This is a federal civilian position but independent of the Executive branch and therefore not impacted by any of the recent Executive Orders or under any type of hiring freeze.

As an Equal Opportunity Employer, we value diversity in our workforce.

The District of New Mexico is seeking a full-time **Procurement Specialist II**. The successful applicant will be an integral part of a team whose mission is to ensure all our customers — judges, staff, members of the Bar, and all those who interact with the court — have the supplies, equipment, furnishings and services they need so the court can fulfill its mission.

The Procurement Specialist II performs advanced procurement activities requiring comprehensive knowledge of procurement policies and practices. Responsibilities include preparing complicated specifications, negotiating service contracts, preparing significant and large purchase orders, and recommending process improvements to management.

This position is located in the District Court Clerk's Office and reports to the Space & Facilities Supervisor in Albuquerque.

** Duty station may be any of the divisional offices in the District of New Mexico (Albuquerque, Las Cruces, or Santa Fe), with occasional travel to the other divisional offices.*

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

- ◆ 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.
- ◆ Assess requests for goods and services by ensuring that they are allowable under limitations, restrictions, and policies, as well as determining availability of funds. Review accounting records of each functional allotment and reconcile accounts. Ensure that accounts have funds available for items being purchased. Prepare spreadsheets and maintain databases to track certain expenditures.
- ◆ Adhere to the *Guide to Judiciary Policy* and Judiciary Procurement Program Procedures on procurement practices. Adhere to the court unit's internal control procedures. Develop and recommend procurement process improvements to increase efficiency.
- ◆ Identify and maintain lists of vendors and sources of supply for goods and services. Review, evaluate, verify, and process invoices and prepare payment requests.
- ◆ 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; prepare product/equipment specifications. Review competitive bids, quotes, and proposals from vendors and contractors; discuss evaluations and review with requesters and subject matter experts.
- ◆ Negotiate with vendors for the best price over contracted services and purchases. Coordinate with selected vendors on supply and delivery of purchased items. Evaluate and monitor contract performance to ensure compliance with contracted obligations; assist with clarifying contract requirements and resolving any conflicts.
- ◆ Recommend cyclical replacement of accountable property.
- ◆ Other duties as assigned.

MINIMUM REQUIRED EXPERIENCE/QUALIFICATIONS

Two years of specialized experience;

or

Completion of the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements:

- ◆ An overall "B" grade point average equaling 2.90 or better of a possible 4.0;
- ◆ Standing in the upper third of the class;
- ◆ "3.5" average or better in the major field of study (e.g., business, public administration);
- ◆ Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies; or
- ◆ Completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in business or public administration, or other field closely related to the subject matter of the position.

Specialized Experience

Progressively responsible experience in at least one but preferably two or more of the functional areas related to this position such as procurement, contracting, budgeting, accounting, finance, etc. that provided a knowledge of rules, regulations, and terminology of procurement and property administration.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- ◆ Good knowledge of government procurement policies and procedures. Skill in researching, interpreting and implementing guidelines, rules, regulations, and policies related to purchasing. Current certification or ability to obtain Contracting Officer Certification Program (COCP) Level 3 certification.
- ◆ Good knowledge of the court unit's needs and usage of supplies, equipment, and forms. Skill in planning and coordinating time and delivery of purchases.
- ◆ Ability to anticipate and analyze short-term and long-term procurement needs of the court, and evaluate whether proposed purchases will meet requesters' actual needs.
- ◆ Ability to analyze and develop efficient procurement processes and practices and make sound recommendations to leadership.
- ◆ Good 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 forms used in the procurement process and maintaining related records.
- ◆ Ability to communicate effectively (orally and in writing) with requestors and vendors, providing customer service and resolving difficulties while complying with regulations, rules, and procedures. Candidates should possess strong people skills, sound ethics, good judgment, tact, and initiative.
- ◆ Skill in negotiating terms and conditions of services and contracts with vendors.
- ◆ Skill in the use of automated equipment and software applications, as well as databases and systems for tracking inventory and other systems related to procurement activities.
- ◆ Ability to meet established deadlines and commitments. Ability to perform procurement duties timely and accurately, from purchase to payment of invoices.

CONDITIONS OF EMPLOYMENT

- ◆ Employees must be United States citizens or eligible to work for the United States government.
- ◆ Employees of the United States District Court 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 adhere to a Code of Ethics and Conduct. Employees are subject to strict confidentiality requirements.

- ◆ This is a high-sensitive position. Selectees are subject to a background check or investigation and subsequent favorable suitability determination and are subject to periodic updated background investigations. An individual may be hired provisionally pending successful completion of the necessary records checks.
- ◆ The court provides reasonable accommodations to applicants with disabilities.
- ◆ This position is subject to EFT (direct deposit of salary earnings).

BENEFITS

A generous benefits package is available, including

- ◆ A minimum of 11 paid holidays
- ◆ Paid annual leave, 13 – 26 days per year, depending on length of service
- ◆ Paid sick leave, 13 days per year
- ◆ Paid parental leave, up to 12 weeks
- ◆ Optional participation in Federal Employees Health Benefits plans, including dental and vision insurance; flexible spending accounts; life insurance
- ◆ Retirement benefits, including the Thrift Savings Plan (TSP)
- ◆ Potential for occasional telework, flexible work schedule
- ◆ Credit for prior government service

APPLICATION INFORMATION

Qualified applicants must submit a **cover letter, résumé with three references** and an **AO-78 *** (*Federal Judicial Branch Application for Employment*) by email to usdcjobs@nmd.uscourts.gov.

PLEASE INCLUDE “PROCUREMENT SPECIALIST II” IN THE SUBJECT LINE

*The AO-78 can be downloaded at <https://www.nmd.uscourts.gov/employment>

Applications **must** be submitted as **ONE PDF** attachment.

Illegible or incomplete applications may result in loss of consideration for the position. ZIP files and links to file sharing services (e.g., DropBox, OneDrive) will not be accepted. PDF size is limited to 10 MB. Documents that cannot be downloaded by the court cannot be considered.

Only qualified applicants will be considered for this position and are encouraged to apply. Only applicants selected for an interview will be contacted. Initial interviews may be conducted remotely via videoconference; travel for any in-person interviews will be at applicant’s expense. The U.S. District Court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may select a candidate from the original qualified applicant pool.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER