



**UNITED STATES BANKRUPTCY COURT
Office of the Clerk
District of Nevada**

EMPLOYMENT OPPORTUNITY

Position Title: PROCUREMENT SERVICES ASSISTANT
Temporary appointment for one year and one day

Announcement Number:	08-03-09NVB
Date of announcement:	March 21, 2008
Closing Date for Applications to be Received:	Open Until Filled
Location of Position:	Las Vegas, Nevada
Classification Level/Salary Range:	CPS CL 24 \$32,603 - \$40,779 (Starting salary subject to qualifications)

This position is located in the U.S. Bankruptcy Court Clerk's office in Las Vegas, Nevada. The incumbent will be required to perform administrative duties related inventory activities and assist the procurement department with various administrative duties. Representative duties include but are not limited to:

Issues and delivers materials and supplies to requesting individuals.

Assists with records management by filing, scanning and maintaining documents.

Assists with asset inventory, using both manual and automated inventory tracking tools.

Tags furniture and other office materials for the purpose of tracking inventory. Move, setup, and examine furniture and equipment; report maintenance and repair problems.

Assists with receiving purchased supplies and check deliveries against packaging slips.

Performs related office duties such as copying and binding forms, reports and other documents; and other similar activities.

Mandatory Qualifications: To qualify for the assignment of the duties of Procurement Assistant, applicants must have one year of specialized experience at or equivalent to work at CL - 23. For placement at salary levels above Step 1, at least two years specialized experience at or equivalent to work at a CL - 23 is required.

Specialized Experience: Progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. (Specialized experience most applicable will have been obtained in a court or related legal field.)

Preferred Qualifications:

Must be computer literate.

Must be detail oriented.

Good knowledge of language usage, grammar and spelling.

Excellent interpersonal skills.

Excellent oral and written communication skills and professional demeanor.

Experience in inventory record keeping.

The ability to take initiative and work in a team-based environment.

Must be organized and have the ability to manage multiple priorities to meet strict time demands.

Ability to work with limited supervision.

Physical Characteristics:

This position job duties requires an individual to bend, stoop, reach, and lift a minimum of 50 lbs. The incumbent must also be able to push/pull items on a cart weighing a minimum of 50 lbs.

Information for Applicants:

Incumbent may occasionally be required to work evenings and weekends to meet the needs of the court.

Incumbent may occasionally be required to travel to Reno.

Employees of the United States Bankruptcy Court appointed as EXCEPTED SERVICE appointments or Temporary NTE (not to exceed a specific date) appointments are "AT WILL", and as such, can be terminated with or without cause by the Court.

Federal Government Civil Service classifications or regulations do not apply to U.S. Bankruptcy Court employees.

The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request.

ALL applicant information is subject to verification.

Travel expenses for interview or relocation expenses will not be paid.

All new employees of the U.S. Courts must identify a financial institution for direct deposit of pay before appointment.

Hiring for or promotion into this position is subject to funding availability.

The Clerk will only communicate with those applicants who are selected for an interview. The final candidate will be subject to a background investigation with law enforcement agencies.

How to apply: You may obtain an Application for Employment form at “www.nvb.uscourts.gov”, or by writing or calling (702) 388-6407, and submit an application with original signature to:

**Human Resources Department
UNITED STATES BANKRUPTCY COURT
300 Las Vegas Blvd. South
Las Vegas, Nevada 89101**

Application Deadline: Open Until Filled

The court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the personnel specialist. The decision on granting reasonable accommodations will be made on a case by case basis.