



CAREER OPPORTUNITY

UNITED STATES PROBATION OFFICE Eastern District of Oklahoma

POSITION

Budget & Procurement Specialist

LOCATION

Muskogee, OK

SALARY/TARGET

Starting: \$53,839 –\$96,147 pay table CL-26 & 27 salary dependent upon experience & qualifications – Promotion potential up to CL 28 without further recruitment

OPENING DATE

July 24, 2025

CLOSING DATE

Open until filled. Applications received by August 7 will receive priority consideration.

ANNOUNCEMENT

No. 25-06

POSITION OVERVIEW& REPRESENTATIVE DUTIES

The United States Probation Office, Eastern District of Oklahoma, is accepting applications for a Budget & Procurement Specialist.

This position performs and coordinates administrative, technical and professional work related to finance, accounting, procurement, budget, property management and space and facilities. Incumbent performs accounts payable and maintains required records in accordance with U.S. Probation Office policies and approved internal controls. These duties are performed to ensure the Probation Office is supplied with the materials, equipment, and services to function optimally. Incumbent performs activities which include preparing specifications, negotiating service contracts and preparing purchase orders.

Representative Duties:

- Perform accounts payable duties. Assist in maintaining reconciling, and reviewing accounting records. Maintain and review the accuracy and accountability of monies disbursed by the U.S. Probation Office.
- Assist with monitoring daily fund balances.
- Act as coordinator for the court's purchase and government travel cards.
- Assist in the development of budget estimates to fund all operating costs. Presents budget requests to the Chief Probation Officer and submits amendments and other supplemental information as required.
- Advises staff on travel matters and manage and develop local travel policy and procedures pursuant to the *Guide for Judiciary Policy*. Maintain records of travel expenditures and ensure travel claims are processed timely.
- Receive, review and process travel vouchers from U.S. Probation Office staff. Check figures, postings and documents for correct entry, mathematical accuracy and proper codes. Communicate with individuals in the office to respond to questions, problems, or insufficiencies with voucher submissions and the status of payment vouchers.
- Adhere to the *Guide to Judiciary Policy* and *Judiciary Procurement Program Procedures* on procurement practices. Prepare spreadsheets and maintain databases

	to track certain expenditures. Adhere to the court unit's internal control procedures. • Assess requests for good 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 certain expenditures. • Identify and maintain a list of vendors and sources of supply for goods and services. Assist in the research and evaluation of suppliers based on price, quality, selection, services, support, availability, reliability, production and distribution capabilities, as well as their reputation and history. • Procure authorized supplies, equipment, services and furnishings from government and nongovernment sources through new contracts, competitive bids, or existing government contracts. Organize supplies within office and associate storage space. • Assist with the procurement procedures for Treatment Services. Quarterly prepare and amend itemized purchase orders. Log and track monthly expenditures on a spreadsheet. These duties listed are a representation of the responsibilities and tasks for this position and are not intended to be all inclusive.
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QUALIFICATIONS

Required Education & Experience:

- Applicants must be U.S. citizens or eligible to work in the United States.
- High school graduation or equivalent. Completion of a four-year degree from an accredited college or university in a business related field is preferred but not required.
- At least two years of specialized experience.
- The candidate must have strong verbal and written communication skills, excellent customer service skills and be computer literate, including proficiency with Microsoft Office applications with an emphasis in Excel, Adobe Acrobat and other basic computer software.
- A proactive and collaborative team attitude, attention to detail, and a willingness to adapt to a changing work environment are essential to maintain the Probation Office quality standards. The individual selected must understand and abide by the rules, policies and regulations of the Probation Office.

Specialized Experience:

Progressively responsible experience in at least one of the functional areas of finance management, budgeting or procurement, that provided knowledge of the rules, regulations and terminology of the area of finance, budget or procurement administration.

PREFERRED SKILLS & EXPERIENCE

CONDITIONS OF EMPLOYMENT

- Applicants must be a U.S. Citizen or eligible to work in the United States.
- The U.S. Probation Office is part of the federal judiciary. Judiciary employees serve under excepted appointments and are considered “at will” employees.
- This position is considered a high-sensitive position. As a condition of employment, the selected candidate must successfully complete a background check and investigation. The investigation will include an FBI fingerprint check and inquiries into financial, legal, arrest, criminal and driving records. Appointment is provisional and retention is contingent upon a favorable suitability determination of the background investigation and will be subject to re-investigation every five years thereafter.
- The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. If a subsequent vacancy becomes available within a reasonable time of the original announcement, the Chief Probation Officer may elect to select a candidate from the original qualified applicant pool without further advertising.
- A valid driver's license is required. If an office vehicle is not available, the incumbent is expected to use his/her personal vehicle and will be reimbursed for mileage pursuant to policy.
- This position is subject to mandatory direct deposit for payment of net pay.
- Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judiciary Policy, and are bound by the Code of Conduct for Judicial Employees.
- All information provided by an applicant is subject to verification. False statements or omissions of information on any application materials or inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed. This office will contact references, including former employers for top candidates. The Court reserves the right to contact additional references other than those provided by the applicant.

HOW TO APPLY

Candidates wishing to apply for this position must submit:

1. Letter of application that describes their interest in pursuing this position and how their experience relates to the stated duties, responsibilities and preferred skills and abilities of this position;
2. Resume with references (with phone numbers)
3. Completed Application for Judicial Branch Employment (Form AO-78)
(Form can be found at <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>)

The envelope containing these documents should be marked * **Confidential** * and addressed to:

Alisa Henin
Human Resource Specialist
United States Courthouse
P. O. Box 1645
Muskogee, OK 74402-1645
(or)

Emailed to: HumanResources_OKEP@okep.uscourts.gov

The Court is not authorized to reimburse candidates for travel in connection with an interview or to pay relocation expenses to the successful candidate. Applicants must be citizens of the United States or be eligible to work in the United States.

This position is subject to mandatory electronic direct deposit of salary payment.

The Probation Office provides reasonable accommodations to applicants with disabilities.

Only applicants who are interviewed in person will receive a written response regarding their application.

The United States Courts is an Equal Employment Opportunity employer.

The U.S. Probation Office reserves the right to modify the conditions of this job announcement or to withdrawal the announcement without written notice to the applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the U.S. Probation Office may elect to select a candidate from the original qualified applicant pool.