MARYLAND JUDICIARY

Job Announcement

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Opening Date:	January 27, 2014	**Closing Date:**	February 10, 2014
Job Title:	Procurement Specialist	**Position Type:**	Regular Full Time
PIN:	000875	**FLSA Status:**	Exempt
Location:	Administrative Office of the Courts Office of Procurement & Contract Admin. Annapolis, Maryland	**Grade/Entry Salary:** **Financial Disclosure:**	J11 $40,948 - $48,769 (Depending on Qualifications) No

Regular State employees subject to promotion/demotion policy

Essential Functions: This position is responsible for high volume purchasing of all goods and services for the entire Judicial Branch in a cost effective manner and in accordance with the Maryland Judicial Branch Procurement Policy. Purchasing duties include but are not limited to; processing requisitions, analyzing specifications, developing specifications, reviewing quotes, coordinating sealed competitive bidding, preparing purchase orders, soliciting and evaluating price quotations, price analysis, researching products and services to identify and recommend best sources for various procurement activities, and prepares award documents. In addition this position is responsible for administering contracts to insure that vendors deliver goods and services in accordance with the contract. Procurement functions entails the purchase of all types of goods and services such as office supplies, furniture, and machines as well as consulting contracts and complex IT contracts some of them being Statewide and multi year projects. Assists Judiciary personnel with their procurement requirements, prepares contracts for the signature of Executive staff members, resolves contract problems between Judiciary personnel and contractors. May be required to lift large file documents. Travels to other locations as needed. Performs all other duties as assigned.

Education: High School Diploma or GED.

Experience: Minimum of two years of procurement experience or contract management, which should include duties such as: Soliciting, evaluating, negotiating and awarding contracts and ensuring compliance with applicable policies, regulations, laws, and conditions.

Preferred: Experience and knowledge of procurement or contract administration within Maryland state, county or city government systems. Experience and knowledge with working with a PeopleSoft procurement system.

Skills/Abilities: Knowledge of the procurement process, best practices and procedures. Ability to perform math functions including percentages. Ability to demonstrate good analytical and planning skills. Ability to prepare standard, non-technical contract documents. Ability to communicate in a professional and tactful manner. Ability to interpret procurement documents and regulations. Ability to follow directions, policies and procedures. Ability to use a personal computer and software. Ability to work independently and meet deadlines. Ability to perform all duties as assigned.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.