

POSTING DATE: May 6, 2015  
REMOVAL DATE: May 13, 2015

POSITION ANNOUNCEMENT  
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA  
EQUAL OPPORTUNITY EMPLOYER

POSITION: PROCUREMENT TECHNICIAN III  
Office of Procurement

*(Open to promotion, transfer, and new applicants)*

SALARY: \$44,897 - \$49,518 (G20)

FILING DEADLINE: Wednesday, May 13, 2015, by 4:00 p.m.

Applications are being accepted for the above stated position. Qualified applicants may apply by submitting a completed application, cover letter, and a resume to the Office of Human Resources, Room 668 City Hall, Philadelphia, PA 19107. **No email and/or facsimile submissions will be accepted.**

**REQUIREMENTS:**

1. High school diploma or higher;
2. Five years of progressively responsible experience in purchasing services, supplies and materials;

Or

Equivalent combinations of training and experience which provide the characteristics required to perform the essential functions of the class may substitute for those listed.

3. Computer skills, including a good understanding, knowledge, and processing abilities for **desktop publishing software (eg., Indesign) and accounting software (eg., Excel)**, are a significant function of this position;
4. City residency required within six months' completion of a successful orientation period.
5. Ability to perform the essential functions of a position in this class.

**GENERAL DEFINITION**

An employee in this class is responsible for the technical design production, procurement and allocation of a large volume of services, supplies, materials, and equipment. Technical design responsibilities for this position require graphic design/publishing experience to accommodate various administrative requests for FJD certificates, brochures, programs, forms design, etc., which will ultimately require print services and/or online postings. Purchasing responsibilities will include developing commodity specifications, locating sources of supply, obtaining and reviewing bids, approval and consolidation of internal requisitions, supervision of requisition preparation applying applicable rules and policies, arranging for direct purchases and maintaining the necessary budgetary controls over all purchases. To meet the demands for this position, an individual must possess good communication, organization, and computer skills, in addition to demonstrating distinctive artistic abilities and detail oriented performance. General supervision is received from an administrative supervisor who determines matters of policy, approves major expenditures and reviews major problems related to budgetary allotment and expenditures. As necessary, other supervision may be received from a higher level purchasing agent, administrative superior, and/or member of the judiciary or their staff. Complex functions are performed based upon incumbent's experience.

## **ESSENTIAL FUNCTIONS**

***The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and/or assigned.***

- Receives, verifies, and consolidates internal requisitions for materials, supplies and equipment. Reviews catalogs and/or contacts sources of supply to obtain price quotations and physical specifications. Submits completed requisitions.
- Maintains a list of products, services or equipment.
- Processes employee reimbursements.
- Enters requisition data into a computer system in order to produce purchase orders.
- Makes direct purchases of supplies. Contacts local sources of supply. Obtains price quotations and selects vendor.
- Advises suppliers and customers of nature and function of parts and equipment.
- Arranges and participates in conferences between suppliers and engineers, purchasers, inspectors, and other personnel to facilitate material inspection, substitution, standardization, utilization, and economical procurement of material.
- Maintains a record of funds expended on the basis of periodic accounting reports.
- Confers with supervisors regarding procurement and fiscal control matters. Assists supervisors in preparing specifications for supplies, equipment and material.
- Compares invoices against purchase orders, and shipping and receiving documents to verify receipt of items ordered.
- Compiles records of items purchased or transferred between departments, prices, deliveries, and inventories.
- Computes total cost of items purchased.
- Confers with suppliers concerning late deliveries.
- Contacts vendors or buyers regarding errors in partial or duplicate shipments, prices, and substitutions.
- Reviews purchase order claims and contracts for conformance to policy.
- Prepares invitation-to-bid forms and mails forms to supplier firms or for public posting.
- Verifies invoices from suppliers with bids and purchase orders and approve invoices for payment.
- Verifies nomenclature and specifications of purchase requests.
- Prepares purchase order and sends copy to supplier and Court's department originating request.
- Notwithstanding above, desktop publishing skills are critical to this position including, but not limited to, in depth knowledge and skills for the successful use and application of desktop publishing computer software for the design and production of numerous printed materials as required by the FJD (eg., Indesign). Examples of said items may include FJD certificates, brochures, programs, forms design, etc.
- Understanding and compliance with FJD Procurement Policies and Procedures.

## **MARGINAL FUNCTIONS**

Assist with reception area or other duties, as needed or assigned, including answering the telephone and/or meeting/greeting individuals contacting the department.

Assist other members of the department, as needed or directed.

Provides general information pertaining to assigned functions.

Demonstrates respectable office environment etiquette.

Management of assigned furniture and equipment as well as assist with departmentally shared equipment which can include troubleshooting issues to address maintenance/service needs, replenishing a machine's paper or toner supply, etc.

Performs related work as directed or required.

## **ENVIRONMENTAL CONDITIONS**

Normal office conditions are standard for this class.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

- Computer and various software skills, including a good understanding, knowledge, and processing abilities for ***desktop publishing software***.
- Possess good communication and organization skills, in addition to demonstrating distinctive artistic abilities and detail oriented performance.
- Considerable knowledge of English usage and grammar.
- Some knowledge of modern office procedures, practices and equipment.
- Some knowledge of the principles of budgetary control as applied to the procurement of expendable and non-expendable supplies.
- Ability to interpret and apply District and departmental policies and procedures.
- Ability to analyze a variety of complicated facts and/or formulas to exercise sound judgment within established protocol or procedures in arriving at conclusion(s).
- Ability to understand and use contracts, laws, and procedures applicable to soliciting, acquiring and purchasing supplies, materials and equipment.
- Ability to exercise sound judgment and discretion in applying and interpreting policies and procedures consistent with stated objectives.
- Ability to compare and assess the quality and value of commodities.
- Ability to present ideas effectively both orally and in writing.
- Ability to plan and coordinate work assignments.
- Ability to establish and maintain effective working relationships with administrators, supervisors, associates, co-workers, vendors, and the general public.

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**The First Judicial District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the First Judicial District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer**

<p style="text-align: center;"><b>EMPLOYMENT APPLICATION</b></p> <p style="text-align: center;"><b>FIRST JUDICIAL DISTRICT OF PENNSYLVANIA HUMAN RESOURCES</b></p> <p style="text-align: center;"><i>An Equal Opportunity Employer</i></p> <p>The First Judicial District of Pennsylvania does not discriminate on the basis of race, color, religion, age, sex, national origin, veteran status, mental or physical disability.</p>	<i>OFFICE USE ONLY</i>		
	POSITION		
	File:	Test	
			REJECTED:
			NOTICE TO TEST (1)
			(2)
		(3)	
		RESULTS (1)	
		(2)	
		(3)	

**READ THESE INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM:**

1. City residency requirements will be enforced six months after completion of the orientation period of employment.
2. If any pertinent questions are not answered, this application will be rejected.
3. If you do not meet the minimum training and experience qualifications for the position applied for, this application will be rejected.
4. Application must be signed to be accepted, and returned to the Courts' Human Resources Office, Room 668 City Hall, Philadelphia, PA 19107.
5. If you intentionally make any false statements or material omissions, this application will be rejected.

NAME (Last, First, Middle Initial)—indicate any former names under which you worked or are known.	ADDRESS (City) (State) (Zip)
EMAIL ADDRESS	HOME PHONE BUSINESS PHONE
POSITION APPLIED FOR	SALARY DESIRED

RELATIVES EMPLOYED BY THE FIRST JUDICIAL DISTRICT OF PA? <input type="checkbox"/> No <input type="checkbox"/> Yes NAME(S):			
<p>Have you ever been employed by the First Judicial District and/or the City of Philadelphia? Yes _____ No _____</p> <p>Department(s): _____</p> <p>Dates of employment: _____</p> <p>Last title held: _____</p> <p>Payroll Number: _____</p>	<p>Have you ever been dismissed for inefficiency, delinquency, or misconduct, or been permitted to resign to avoid dismissal? YES NO</p> <p><i>If yes, explain:</i></p> <p>_____</p> <p>_____</p> <p>_____</p>		
<p>Are you currently or have you ever served in the U.S. Armed Services? Yes No</p> <p><i>If yes, years of service:</i> _____ <input type="checkbox"/> <input type="checkbox"/></p>	<p>Please provide license, registration, or certification information required for the position you are seeking. Also indicate whether such license, registration, or certification is currently active.</p> <p>_____</p> <p>_____</p> <p>_____</p>		
<p>May we contact your present employer for information? Yes No</p> <p><i>If no, explain:</i> _____ <input type="checkbox"/> <input type="checkbox"/></p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p>		

**READ THIS APPLICATION AND YOUR ANSWERS CAREFULLY BEFORE SIGNING BELOW**

I certify that the statements made by me in this entire application are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that if I knowingly omit or make any misstatement of facts I am subject to disqualification or dismissal and to such other penalties as may be prescribed by law, ordinance, or Personnel Policies. If I am hired, I understand I am being hired as an "at will employee" of the First Judicial District of Pennsylvania. In the event that there is a need for a reduction in force, for any reason, I understand that I may be subject to layoff. I further understand that if there is a layoff I shall not be entitled to displace other court employees solely because of seniority.

Date \_\_\_\_\_

Signature \_\_\_\_\_

1. I agree to a drug test and to random drug testing during my employment with the FJD (If required by job assignment).  Yes  No

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2. I owe fines and costs to the FJD or another court in another jurisdiction.  Yes  No  
*If yes, detail balances, dates, jurisdictions and reasons for nonpayment.*

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3. I owe taxes to the City of Philadelphia or other jurisdictions, including the federal government (Wage Tax, Real Estate Tax, Business Privilege Tax or Federal Income Tax).  Yes  No  
*If yes, detail dates, amounts owed, jurisdictions and reasons for nonpayment.*

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4. I owe Philadelphia Traffic Court and/or Philadelphia Parking fines or costs.  Yes  No

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5. My driver's license is currently suspended or revoked.  Yes  No  
*If yes, please explain:*

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The above answers are true and correct to the best of my knowledge and, if untruthful, will subject me to penalties for false swearing in accordance with the laws of the Commonwealth of Pennsylvania.

# EDUCATION

	NAME OF SCHOOL	CITY/STATE	DID YOU GRADUATE		TYPE DEGREE RECEIVED	MAJOR COURSE STUDY
			Yes	No		
High School						
College, University or Professional School						
Other Training or School						

**EXPERIENCE:** Describe your duties fully. If you held several different positions with the same employer, list each separately. Begin with the MOST RECENT employment and work backward consecutively. If you need more space, list in the same format on blank 8½ x 11 sheets.

LENGTH OF EMPLOYMENT From: Mo. _____ Yr. _____ To: Mo. _____ Yr. _____	FIRM NAME	ADDRESS	CITY AND STATE
	TYPE OF BUSINESS	YOUR TITLE	NAME & TITLE OF IMMEDIATE SUPERVISOR
SALARY OR WAGE Starting _____ per _____ Final _____ per _____	DUTIES: Describe the nature of the work PERSONALLY performed by you with estimated PERCENTAGE OF TIME on each type of work. State size and kind of working force, if any, supervised by you and extent of such supervision.		
TOTAL HRS. PER WEEK			
REASON FOR LEAVING			

LENGTH OF EMPLOYMENT From: Mo. _____ Yr. _____ To: Mo. _____ Yr. _____	FIRM NAME	ADDRESS	CITY AND STATE
	TYPE OF BUSINESS	YOUR TITLE	NAME & TITLE OF IMMEDIATE SUPERVISOR
SALARY OR WAGE Starting _____ per _____ Final _____ per _____	DUTIES: Describe the nature of the work PERSONALLY performed by you with estimated PERCENTAGE OF TIME on each type of work. State size and kind of working force, if any, supervised by you and extent of such supervision.		
TOTAL HRS. PER WEEK			
REASON FOR LEAVING			

LENGTH OF EMPLOYMENT From: Mo. _____ Yr. _____ To: Mo. _____ Yr. _____	FIRM NAME	ADDRESS	CITY AND STATE
	TYPE OF BUSINESS	YOUR TITLE	NAME & TITLE OF IMMEDIATE SUPERVISOR
SALARY OR WAGE Starting _____ per _____ Final _____ per _____	DUTIES: Describe the nature of the work PERSONALLY performed by you with estimated PERCENTAGE OF TIME on each type of work. State size and kind of working force, if any, supervised by you and extent of such supervision.		
TOTAL HRS. PER WEEK			
REASON FOR LEAVING			

**EXPERIENCE (LIST ANY ADDITIONAL WORK EXPERIENCE OR VOLUNTEER WORK - ACCOUNT FOR ALL TIME SINCE SCHOOL)**

DATE (Mo. & Year)		NAME OF EMPLOYER	ADDRESS	YOUR TITLE	YOUR SALARY	REASON FOR LEAVING
From	To					

**FIRST JUDICIAL DISTRICT OF PENNSYLVANIA**

**VOLUNTARY EEO SELF-IDENTIFICATION QUESTIONNAIRE**

Applicants are considered for all positions without regard to race, color, sex, national origin, veteran status, or disability status. As an Affirmative Action/Equal Employment Opportunity employer, The First Judicial District of Pennsylvania complies with government regulations and affirmative action responsibilities. This information will be kept confidential.

It is requested that each applicant for employment with the First Judicial District of Pennsylvania - Philadelphia County provide the following information. This information is voluntary and will not be considered in the selection process.

I choose not to self Identify

1. Ethnic Group (*please check one*)

Hispanic or Latino

White (not Hispanic or Latino)

Black or African American (not Hispanic or Latino)

Native Hawaiian or Pacific Islander (not Hispanic or Latino)

Asian (not Hispanic or Latino)

American Indian or Alaskan Native (not Hispanic or Latino)

Two or More Races (not Hispanic or Latino)

2. Gender: \_\_\_\_\_

3. Position Applied For: \_\_\_\_\_

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I certify that the above information is true and correct. (*Please print legibly*)

Date: \_\_\_\_\_

Name: \_\_\_\_\_

\_\_\_\_\_  
(Signature)