



**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF TENNESSEE**

**VACANCY ANNOUNCEMENT
NUMBER 2026-001**

OPEN TO ALL APPLICANTS

POSITION TITLE: Budget and Procurement Specialist

OPENING DATE: 1/15/2026

LOCATION: Chattanooga, TN

CLOSING DATE: 2/06/2026

CLASSIFICATION LEVEL: CL 27 (SEE QUALIFICATION STANDARD BELOW)
(PROMOTION POTENTIAL TO CL28 WITHOUT FURTHER COMPETITION)

NUMBER OF POSITIONS AVAILABLE: ONE

STARTING SALARY RANGE: (CL27) \$59,732 – \$97,098

POSITION OVERVIEW

The Clerk's Office for the United States Bankruptcy Court for the Eastern District of Tennessee is seeking a highly motivated, very organized, detail oriented, and team focused individual for a full-time Budget and Procurement Specialist position in the Chattanooga divisional office. The Budget and Procurement Specialist is responsible for developing and managing the annual budget and spending plan. The incumbent prepares, justifies, and executes budget requests; assists with policy development regarding financial, budget, and procurement matters; and develops, maintains, and analyzes budget records and reports. The Budget and Procurement Specialist conducts research, trend analysis, and audits to support budget recommendations and adjusts funding and spending plans as needed in collaboration with the Clerk of Court. Incumbent performs activities which include preparing specifications, negotiating service contracts, and preparing purchase orders. The position provides oversight of allotments and expenditures to ensure compliance with Judiciary policy, applicable laws, and internal controls.

MAJOR DUTIES

- Formulate, evaluate, and implement approved policies, procedures, and protocols related to budget plan execution throughout the Clerk's Office. Provide input to the Court Unit Budget Organization Plan (CUBOP). Advise the Clerk of Court, Chief Deputy Clerk, and judges on budget matters;
- Assist in the development of an annual spending plan and identify amounts required to pay personnel and to maintain basic mandatory operations, as well as amounts needed to support desired enhancements. Perform data analysis and conduct modeling based on different scenarios;
- Provide budget forecasting reports to the Clerk of Court on a monthly basis in order to track spending priorities and ensure that the total court unit allotment will not be exceeded;
- Review allotments and maintain the Court's financial records through JIFMS, including the preparation and submission of the Status of Funds Report to the AO;
- Maintain oversight and approval documentation of annual budget call requests, appeals to allotments, supplemental funding requests, and intra-fund and inter-fund reprogramming requests;
- Serve as the primary budget liaison to other court units and the Administrative Office of the U.S. Courts;
- 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;

- Prepare purchase orders from approved requests; ensuring proposed purchase will satisfy the requestor's need, and forward for approval. Review invoices from suppliers and prepare payment vouchers for approval, including supporting documentation;
- Order repairs and oversee maintenance on office equipment, including monthly meter reading for all leased copiers. Deliver and issue materials and supplies to requestors and offices throughout the district;
- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production, and distribution capabilities as well as reputation and history. Prepare specifications, solicitations, and requests for qualifications/proposals; research products and equipment; prepare product/equipment specifications. Obtain and 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;
- Receive, review, and process travel vouchers and travel advance requests. Check figures, postings, and documents for correct entry, mathematical accuracy and proper codes;
- Adhere to the Guide to Judiciary Policy and to the court unit internal controls procedures;
- Serve as project manager on special organizational initiatives;
- Assist the Clerk of Court in monitoring and overseeing space and facilities project work and file maintenance;
- Limited travel to the other offices in the district is required; and
- Other duties as assigned.

QUALIFICATION STANDARD

To qualify for the Budget and Procurement Specialist position, an applicant must possess two years of specialized experience or completion of a bachelor's degree. Specialized experience is progressively responsible experience in at least one but preferably two or more of the functional areas of financial management and administration such as budgeting, accounting, auditing, procurement, or financial reporting that provided a knowledge of rules, regulations, and terminology associated with financial administration. Applicants must be detail oriented; handle multiple assignments and stay on task with frequent interruptions and rapidly shifting priorities; have a professional demeanor, strong work ethic, and good judgment; possess exceptional interpersonal and customer service skills and communicate effectively and tactfully, both orally and in writing, with a wide variety of people. Skill in the use of Windows-based productivity software and web browsers such as the Microsoft Office (MS) Suite required. Additionally, applicants must have demonstrated sustained exceptional job performance in their current position. Completion of a bachelor's degree is highly desired.

COURT PREFERRED SKILLS

- Federal budget and procurement experience;
- Experience using Judiciary specific applications; and
- Knowledge of court/legal terminology.

STARTING SALARY:

This is a full time, Court Personnel System position with salary commensurate with experience and qualifications within the range of CL Grade 27 (Step 1 \$59,793 to Step 61 \$97,098). First-time hires to the federal government typically start at the Step 1 beginning salary in the range for their respective grade level. The Court Personnel System is divided into a developmental range (Steps 1-24) and a full performance range (Steps 25-61). Salary and promotion eligibility guidelines established by the Administrative Office of the United States Courts govern progression and accompanying salary increases within each range for the duration of one's judiciary employment.

BENEFITS

- Eleven paid holidays a year;
- Paid annual leave in the amount of 13 days annually (increases after 3 years of federal service);
- Paid sick leave in the amount of 13 days annually;
- Retirement benefits (employee contributes 4.4%; government contributes 11.9%);
- Thrift Savings Plan including investment options and matching benefits;
- Optional participation in a choice of subsidized Federal Employee Health Benefit Plans (including additional vision and dental coverage plans) with pretax deductions;
- Optional participation in Federal Employees Group Life Insurance; and
- Optional participation in a flexible spending pretax program for dependent care and medical care. See <https://www.uscourts.gov/careers/benefits> for details.

INFORMATION FOR APPLICANTS

This position is a full time, permanent appointment. Employees of the United States Bankruptcy Court are excepted appointments and serve at the pleasure of the Court; they are not included in the government competitive service classification system. The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees are considered at-will and can be terminated with or without cause by the court. Applicants must be U.S. citizens or eligible to work in the United States. Direct deposit of pay is mandatory as well as participation in the Federal Employees Retirement System. As a condition of employment, an FBI Background Check is required. The U.S. Courts require employees to adhere to a [Code of Ethics and Conduct](#) which is available to applicants for review upon request.

To apply for this position, submit the following items in a single pdf document to hr-usbc@tneb.uscourts.gov:

- (1) a cover letter which addresses the applicant's qualifications, skills, and experience;
- (2) a resume, including a list of professional references; and
- (3) a Federal Judicial Branch Application for Employment ([AO78](#)).

Applicants selected for interviews must travel at their own expense or be interviewed via telephone and/or video conference. Relocation expenses are not available. The United States Bankruptcy Court reserves the right to amend the conditions of this vacancy announcement or to withdraw the announcement at any time without prior written or other notice. The Court will only communicate with those qualified applicants selected for an interview.

*****AN EQUAL OPPORTUNITY EMPLOYER*****