

UNITED STATES DISTRICT COURT
DISTRICT OF NEW HAMPSHIRE
OFFICE OF THE CLERK
PROCUREMENT SPECIALIST
(2026-04)



The United States District Court for the District of New Hampshire is accepting applications for a full-time permanent Procurement Specialist. The successful candidate will be industrious, creative, intelligent, diplomatic, energetic, forward thinking, dynamic, public-service oriented and versatile with exceptional interpersonal and communication skills. While accuracy and attention to detail is essential, equally important is the demonstrated ability to persevere in bringing complex operational issues and/or automated system problems to a successful resolution. Candidates must have the capacity to synthesize complex information, exercise independent, sound judgment, problem solve, and take ownership of and manage both assigned duties and special projects. The ability to balance the demands of varying workload responsibilities and deadlines is critical. The successful candidate will be expected to work in a team environment and must be able to interact with all segments of the legal community and public.

This position performs and coordinates administrative, technical, and professional work related to ensuring that court units are supplied with the materials, equipment, and services required to function optimally, including ensuring compliance with the appropriate guidelines, policies, and approved internal controls. Procurement Specialists purchase supplies, equipment, and furnishings within a set dollar amount. In addition, they may maintain service contracts in accordance with Judicial Conference Policy and maintain necessary certifications to perform such work through continuing education.

The successful candidate must possess a minimum of 1 year of progressively responsible experience and while not required, the ideal candidate will have a bachelor's degree. Full benefits are available with a starting salary range of CPS CL25 \$55,905 to \$69,905, depending upon experience, with promotion potential to CPS CL30. Qualified applicants should submit a letter of interest, a resume, and a salary history for the past five years in one PDF document to Thomas Van Beaver at: tom_vanbeaver@nhd.uscourts.gov by the close of business on November 20, 2026. Applicants deemed most qualified will be invited to participate in a personal interview at their own expense. EOE.

Additional information on the position, qualifications, and the application process please visit <https://www.nhd.uscourts.gov/procurement-specialist-2026-04>.