

**UNITED STATES DISTRICT COURT
DISTRICT OF MASSACHUSETTS**

NOTICE OF VACANCY



POSITION TITLE: Financial Technician

POSITION TYPE: Full-Time Regular (FTR), Excepted Service

ANNOUNCEMENT #: #16-09

LOCATION: Boston, Massachusetts

CLASSIFICATION LEVEL: CL 24-25 (Salary \$38,833 - \$69,700 per year)*

* Starting salary usually in the low to middle portion of the range provided above, depending upon qualifications and experience. If hired at CL-24, promotion to the higher level, budget allowing and when determined qualified, would be available without further competition.

OPENS: September 16, 2016

CLOSES: October 21, 2016 *

* Deadline extended

The U.S. District Court Clerk's Office currently is accepting applications for a full-time Financial Technician. The position is located in the District Court Clerk's Office in Boston, Massachusetts, but will also help support staff in divisional offices located in Springfield and Worcester, as needed.

The Financial Technician performs financial transactions and maintains required records, in accordance with court policies and approved internal controls. The Financial Technician is responsible for clerical or technical duties associated with the financial accounting of monies paid into the court including fees, restitution, fines and forfeitures, money paid into the court pending the outcome of litigation, court costs, bail bonds and refunds to appropriations.

Representative Duties

These include, but are not limited to: analyzing and maintaining accurate accounting records consisting of cash receipts journal, registry fund, deposit fund, various subsidiary ledgers, spreadsheets and other records necessary to properly account for the revenues and expenditures of the court including all court-ordered debt; notifying other federal agencies of the collection of payments from defendants and generating reports for same as required; reviewing Available Payments Report for proper disbursement of restitution to federal and non-federal victims; processing jury payments; performing data entry for payment of travel vouchers; performing reconciliations

between account summaries and controls; ensuring adherence to court financial and accounting practices and performing backup financial duties; reviewing attorney assignments in CJA Assignment program for accuracy; entering the appointment and representation in CJA eVoucher; archiving CJA payments; making deposits at the local depository at least once weekly; correcting and/or voiding cashier receipts and reconciling mail logs.

Minimum Qualifications/Requirements:

- High school graduation or equivalent; College degree preferred;
- Two years of general work experience that indicates the candidate possesses or has the ability to acquire the particular knowledge and skills needed to perform the duties of the position;
- One year or more of progressively responsible clerical or administrative experience that provided knowledge of the rules, regulations, practices and principles of financial administration and/or accounting; and involved the routine use of automated financial and accounting systems or other computer based systems and applications such as word processing, spreadsheets or databases;
- Candidates should be mature, responsible, poised, possess tact, diplomacy, good judgment, analytical skills, initiative and excellent customer service skills. The incumbent must have strong verbal and written communication skills and be computer literate, including proficiency with word processing, spreadsheets, Adobe Acrobat and other basic computer software programs;
- Commitment to public service;
- Applicants must be U.S. citizens or meet the exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental United States.

Preferred Qualifications:

Bachelor's Degree.

Experience working in a state or federal court.

FBI Background Investigation

Applicants considered for this position will undergo a Federal Bureau of Investigation (FBI) background investigation defined as a technical fingerprint search of the criminal history records of the FBI national fingerprint database to determine if there is an arrest record on the individual.

Benefits:

A generous benefits package is available and includes the following:

- (1) Ten (10) paid federal holidays
- (2) Paid annual and sick leave
- (3) Retirement benefits under the Federal Employees Retirement System (FERS)
- (4) Health benefits under the Federal Employees' Health Benefits Program (FEHB)
- (5) Dental and Vision insurance options under the Federal Employees Vision and Dental Insurance Program (FEDVIP)
- (6) Flexible Benefits Program
- (7) Life insurance benefits under the Federal Employees' Group Life Insurance Program (FGLI)
- (8) Long Term Care Insurance options through the Office of Personnel Management (OPM)

(9) Transit Subsidy Program.

Hours:

8:30 AM to 5:00 PM, with some extended hours, as needed.

How To Apply:

Submit all of the following documents as a single pdf: (1) a cover letter, (2) a current resume, (3) a list of three professional references, including current contact information, and (4) a completed AO-78, Application for Federal Judicial Branch employment (version dated 10/09) by **Friday, October 21, 2016 at 5:00 p.m.** to:

**United States District Court
Attn: Human Resources
Vacancy #16-09
John Joseph Moakley U.S. Courthouse
1 Courthouse Way, Suite 2300
Boston, MA 02210**

Applications also accepted by e-mail: usdcmajobs@mad.uscourts.gov

Note: If you apply by e-mail, please make certain the code **HR Mail, Vacancy #16-09, Financial Technician** appears in the subject line of your e-mail correspondence to usdcmajobs@mad.uscourts.gov.

The Application forms(AO-78, version dated 10/09) is available on our website in fillable format at www.mad.uscourts.gov. **Please print or type all information.** If your application does not provide all information requested, or if your applicant packet is not complete, you may lose consideration for this position.

Information For Applicants:

Employees of the United States District Court are appointed in the excepted service, are considered “at-will” employees, and serve at the pleasure of the Court. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. Applicants must be U.S. citizens or meet the exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental United States. The United States District Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service employment.

The U. S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position earlier than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein. Applicants who do not submit all requested materials by the closing date of this announcement may lose consideration for the position.

The Federal Financial Management Reform Act requires direct deposit of federal wages. Completion of a six-month probationary period is required.

Due to the expected high volume of applicants for this position, the U.S. District Court will only make contact with those qualified applicants who will be invited to interview.

NO FAXES PLEASE

EQUAL OPPORTUNITY EMPLOYER