



UNITED STATES COURT OF APPEALS FOR THE ELEVENTH CIRCUIT

VACANCY ANNOUNCEMENT FINANCIAL SPECIALIST

ANNOUNCEMENT NUMBER: 20-3	APPOINTMENT: Permanent, Full-time
AREA OF CONSIDERATION: Open to all qualified applicants. LOCATION: Atlanta, Georgia	OPEN DATE: January 21, 2020 CLOSING DATE: The position is open until filled. Preference will be given to applicants whose applications are received by February 11, 2020.
SALARY RANGE: CL 26: \$49,096 – \$75,712	Starting salary is dependent upon qualifications, experience, and funding.

POSITION OVERVIEW:

The Clerk's Office is seeking an individual for a challenging, interesting, and rewarding career in public service to serve as a **Financial Specialist**. The Financial Specialist provides support to the financial operations of the Clerk's Office and the Court by updating and maintaining detailed records to account for and track expenditures, transferring funds within the budget, assisting with procurements, and managing Court property. The Financial Specialist reviews, processes, and coordinates Criminal Justice Act (CJA) vouchers as well as travel authorizations and payments. [Click here](#) to view a brief video about financial positions in the United States Courts.

REPRESENTATIVE DUTIES:

- Reviews financial transactions for compliance with regulations as well as Clerk's Office procedures and practices.
- Communicates with individuals regarding questions or problems with financial transactions.
- Processes bills and invoices for payment to vendors and contractors.
- Develops and justifies budget requests.
- Maintains accounting records, Treasury control accounts, and other ledgers; performs trial balances; and reconciles fund accounts regularly.
- Prepares financial reports required by the Administrative Office of the U.S. Courts (AO) and the Treasury.
- Maintains control over cash receipts journal.
- Maintains inventory and distribution of controlled items.
- Receives, reviews, edits, and processes travel and travel advance requests for Clerk's Office staff.
- Consults with the AO regarding compliance with and interpretation of regulations and requests AO guidance verbally or in writing as needed.
- Maintains and posts payments for prisoner filing fees.
- Receives, audits, and submits district court CJA vouchers for Court approval.
- Ensures that district court CJA vouchers are properly submitted and entered into information systems.
- Processes vouchers as well as motions, requests, and Court orders for CJA counsel to attend oral arguments and/or confer with incarcerated clients.
- Performs other functions within the Clerk's Office as assigned.

QUALIFICATIONS: Candidates must have a minimum of one year of specialized experience equivalent to work at the CL 25 level. For placement at salary levels above minimum up to and including step 25, at least two years specialized experience equivalent to work at CL 25.

GENERAL EXPERIENCE: Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

SPECIALIZED EXPERIENCE: 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.

EDUCATIONAL SUBSTITUTIONS: Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of experience.

Education may not be substituted for specialized experience because administrative court support positions require hands-on experience to be credited as specialized experience.

COURT PREFERRED QUALIFICATIONS: Experience working in a court environment, particularly federal court, or legal field is preferred.

CONDITIONS OF EMPLOYMENT: All information is subject to verification. Judicial Branch employees are “at-will” employees, and, as such, may be terminated with or without cause. It is the policy of this Court that all new personnel are hired for a twelve-month initial probationary period, at the end of which time their work and progress will be evaluated. All employees are required to adhere to the *Code of Conduct for Judicial Employees*, copies of which are available upon request.

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. The appointment is provisional and contingent upon the satisfactory completion and approval of a ten-year background investigation with periodic updates every five years thereafter.

Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.

ADDITIONAL INFORMATION: Judiciary employees are entitled to benefits similar to those of other government employees including: paid annual and sick leave, paid holidays, health and life insurance, a flexible benefits program, a portable retirement plan with matching contributions, flexible work schedule, and a professional environment (please see employee benefits summary).

HOW TO APPLY: Qualified applicants interested in this position must submit a **single** PDF containing:

- cover letter addressed to Cheryl Vessels, Assistant Circuit Executive for Human Resources;
- resume and Federal Judicial Branch Application for Employment (AO78) (Application form is available on: <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>);
- copies of last two performance evaluations; and
- the names and contact information for three professional references (please note that by submitting the references, the applicant consents to those references being contacted).

Application packages must be emailed to CO_apply@ca11.uscourts.gov (please include “Financial Specialist” in the subject line). **Please note applications that are not submitted as a single PDF or are incomplete will not receive further consideration.**

Interview travel and relocation expenses will not be reimbursed. The Court provides reasonable accommodations to applicants with disabilities. The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position at any time, any of which actions may occur without any prior written or other notice. Please be aware that due to the volume of applications received, only candidates selected to interview will be contacted.

THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS

EMPLOYEE BENEFITS

Employees of the United States Courts are entitled to the same benefits as other federal government employees. They are not part of the Civil Service system, however. Some of the benefits of federal service are:

PAID VACATIONS	From 13 to 26 days per year depending on length of federal service.
PAID HOLIDAYS	10 days per year.
SICK LEAVE	13 days per year.
HEALTH INSURANCE	Employees may participate in the Federal Employees Health Benefits Program (FEHBP), and may choose from plans provided by several insurers. The government contributes up to 75% of the premium, depending on the plan selected.
DENTAL/VISION INSURANCE	Employees may participate in the Federal Employees Dental and Vision Insurance Program (FEDVIP), which is a supplemental insurance program. Premiums are paid in full by the employee, however, the premium is deducted on a pre-tax basis.
LIFE INSURANCE	Employees may participate in the Federal Employees Group Life Insurance Program (FEGLI).
FLEXIBLE BENEFITS	Employees may participate in the Federal Judiciary Flexible Benefits Program which includes (1) a Premium Payment Plan which offers employees the choice of having health insurance premiums deducted from their pay either pre-taxes or after-taxes, and (2) a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses.
LONG-TERM CARE INSURANCE	Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community based care, nursing home care, hospice care and caregiver benefit. Spouses, parents, parents-in-law, grandparents, and grandparents-in-law are also eligible.
WITHIN-LEVEL SALARY INCREASES	Within each salary classification level there are 61 “steps.” Based upon performance, employees within the Developmental Range (steps 1-24) are eligible for step increases every 13 pay periods and employees within the Full Performance Range (steps 25-61) are eligible for step increases annually.
TIME IN SERVICE	Time in service with other federal agencies and prior military service is credited for the purpose of computing employee leave and retirement benefits.
RETIREMENT	Newly-hired employees contribute 12.05% of their salary toward a retirement plan under the Federal Employees Retirement System, to which the government also contributes. Of that 12.05%, 6.2% goes to social security, 1.45% goes to Medicare, and 4.4% goes to the FERS Basic Benefit Plan. Employees may also participate in a voluntary tax-deferred Thrift Savings Plan [similar to “401(k)” plans]. Benefits are generally available upon retirement at age 60 with 20 years of service or at an earlier age with 30 years of service. Reduced benefits may be available with fewer years of service. Specific details are available upon request.

(revised 8/2016)