



UNITED STATES DISTRICT COURT District of New Mexico

Honorable William P. Johnson, Chief Judge
Mitchell R. Elfers, Clerk of Court

Office of the Clerk

333 Lomas Blvd. NW, Suite 270, Albuquerque, NM 87102

Telephone: 505-348-2000

NOTICE OF JOB OPPORTUNITY

Vacancy Announcement #: 19-ABQ/FIN-1

ANNOUNCEMENT DATE:	June 24, 2019
CLOSING DATE:	Open Until Filled <i>Preference given to applications received by July 5</i>
POSITION:	Financial Clerk * <i>*Temporary appointment until September 30, 2020</i>
STARTING LEVEL/SALARY:	CL 25/Step 1 to CL 25/Step 61 \$41,329 to \$67,195 Annual (Depending on Qualifications)
LOCATION:	Albuquerque, New Mexico

POSITION OVERVIEW

This position is located in the District Court Clerk's Office and reports to the Financial Services Supervisor. The Financial Clerk performs and coordinates administrative, technical and professional work related to financial, accounting, and budgetary activities of the court, while ensuring compliance with the appropriate guidelines, policies, and internal controls. Incumbent prepares, updates, and analyzes a variety of accounting records, financial statements, and reports.

Successful applicant is confident, self-motivated and seeking an opportunity to further their career while bringing fresh ideas and a strong work ethic to the Financial Services department. The selected candidate must be a team player, possess a positive attitude and common sense, and be prepared to make a difference to the organization.

This position is temporary, with the potential to become permanent depending on the needs of the court.

DUTIES AND RESPONSIBILITIES

- ◆ Enter all invoices for payment into the financial system, create payment vouchers and apply the level-one approval. Ensure that purchasing and payment documents are complete and in compliance with guidelines, procedures, and policies established by the

Administrative Office of the United States Courts (AO) and the court unit.

- ◆ Receive, review, and process travel vouchers, travel authorizations, and travel advance requests. Check travel documents for completeness and accuracy. Communicate with employees in response to questions, problems, or insufficiencies with voucher submissions and the status of travel reimbursements.
- ◆ Perform daily close-out and deposit functions and correct receipts so that they are properly recorded into the financial system.
- ◆ Reconcile mail and remittance log for all checks received through the mail.
- ◆ Use judgments or other case documents to obtain required financial information pertaining to special assessments, fines and restitutions and enter this information into the criminal accounting system. Prepare victim restitution payments for disbursement and ensure that any returned payments are researched and handled appropriately. Work with the U.S. Attorney's Office, U.S. Probation Office, Bureau of Prisons, and the public to reconcile and answer questions regarding criminal debt accounts.
- ◆ Contribute and assist with updating policies and procedures affecting Financial Services and make this information and other useful information easily accessible on the Court's internal website.
- ◆ Perform other related duties as required.

MINIMUM REQUIRED EXPERIENCE/QUALIFICATIONS

To qualify for this position, must have a minimum of one year of specialized experience equivalent to work at the CL24. A Bachelor's degree from an accredited university in Business, Accounting, Finance, or related field strongly preferred.

Specialized Experience

Progressively responsible clerical or administrative experience that provided knowledge of the rules, regulations, practices and principles of financial administration or accounting; and involved the routine use of automated financial and accounting systems or other computer-based systems and applications such as Microsoft Word and Excel. *Education may not be substituted for specialized experience because administrative court support positions require hands-on experience to be credited as specialized experience.*

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

FINANCE

- ◆ Knowledge of accounting practices, procedures, internal controls and separation of duties. Knowledge of financial accounts and using automated systems to perform day-to-day activities. Skill and accuracy in working with numerical calculations. Ability to understand relationships among accounts and how financial procedures relate to the overall business of the court unit. Ability to troubleshoot errors and their probable causes. Skill in reconciling invoices, vouchers, and records of payment.

COURT OPERATIONS

- ◆ Knowledge of court operations, functions, and organizational structure. Basic understanding of court documents such as orders, appearance bonds and judgments. Ability to use the court automated case management system in order to obtain or research information needed to perform financial duties. Understanding of the *Guide to Judiciary Policy* and internal control guidelines.

INFORMATION TECHNOLOGY AND AUTOMATION

- ◆ Knowledge and skill in the use of automated equipment including MS Outlook, Word and Excel applications, as well as financial and accounting systems. The applicant is expected to use multiple web-based applications and maintain judiciary privacy and security requirements.

JUDGMENT AND ETHICS

- ◆ Ability to consistently demonstrate sound ethics and judgment and maintain court confidentiality and security requirements.

WRITTEN AND ORAL COMMUNICATION

- ◆ Ability to communicate effectively (orally and in writing) to individuals and groups to provide financial information and reports in understandable format. Ability to interact professionally with a wide variety of stakeholders, providing exceptional customer service and resolving difficulties while complying with regulations, rules, and procedures. Ability to provide and exchange accurate and timely information with individuals within and outside the court.

CONDITIONS OF EMPLOYMENT

- ◆ Employees must be United States Citizens or eligible to work in the United States.
- ◆ Employees of the United States District Court are Excepted Service appointments; Excepted Service appointments are “at will” and can be terminated with or without cause by the court.
- ◆ Employees are required to adhere to a Code of Ethics and Conduct.
- ◆ Selectees are subject to an FBI fingerprint check or investigation and may be subject to periodic updates. An individual may be hired provisionally pending successful completion of the necessary records checks.
- ◆ The court provides reasonable accommodations to applicants with disabilities.
- ◆ This position is subject to EFT (direct deposit of salary earnings).

BENEFITS

A generous benefits package is available to full-time excepted employees, including

- ◆ A minimum of 10 paid holidays
- ◆ Paid annual leave in the amount of 13 – 26 days per year, depending on length of service
- ◆ Paid sick leave in the amount of 13 days per year
- ◆ Optional participation in Federal Employees Health Benefits plans, including dental and vision insurance; Federal Employees Group Life Insurance; Flexible Benefits Program; Long-Term Care Insurance
- ◆ Retirement benefits (FERS)
- ◆ Thrift Savings Plan (TSP)
- ◆ Credit for prior government service

APPLICATION INFORMATION

Qualified applicants must submit a **cover letter, résumé with three references** and an **AO-78 *** (*Federal Judicial Branch Application for Employment*) by email to usdcjobs@nmd.uscourts.gov.

*The AO-78 can be downloaded at <https://www.nmd.uscourts.gov/employment>.

PLEASE INCLUDE “FINANCIAL CLERK” IN THE SUBJECT LINE

Applications **must** be submitted in **ONE PDF** document.

Applications must be received by the deadline. Illegible or incomplete applications may result in loss of consideration for the position. Zip files will not be accepted. Documents that cannot be downloaded by the court cannot be considered.

Only qualified applicants will be considered for this position and are encouraged to apply. Only applicants selected for an interview will be contacted and must travel at their own expense. The U.S. District Court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may select a candidate from the original qualified applicant pool.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER