



UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF NEW JERSEY
OFFICE OF THE CLERK

WILLIAM T. WALSH, CLERK

U.S. District Court—NJ —Clerk's Office CAREER OPPTY.# **14-1**

Position:	Financial Assistant/Specialist
Posting Period:	March 24, 2014—April 4, 2014
Classification Level:	CL 23 Step 1* — CL 27 Step 61 (\$35,340-85,025) *Depending on qualifications, budget and guidelines as governed by the Administrative Office of the U.S. Courts. Position has a career potential of up to the Classification Level 27.
Location/Duty Station:	Clerk's Office, Trenton, New Jersey

Introduction:

The Clerk's Office is accepting resumes for a Financial Assistant/Specialist position in the Trenton divisional office. Under the general direction of the Director of Court Administration, Manager of Finance, Financial Supervisor and/or their designee, the Financial Assistant/Specialist provides assistance in the areas of financial administration to all Judicial Officers, Court Unit Executives, Court Staff and the Public.

Representative Duties:

Prepares daily, weekly and monthly reports for the FAS4T financial system. Prepares financial reports required by the Administrative Office (AO) and the Treasury. Assists in the daily review, approval for disbursement and processing of vendor payment vouchers in compliance with the Guide to Judiciary Policies and Procedures. Reviews, understands and adheres to the Internal Control Manual including the separation of duties. Prints and mails all voucher checks, along with making necessary copies for record-keeping purposes and audit reviews. Performs cashier duties, including opening and closing the daily register. Counts and reconciles daily receipts, prepares deposit tickets and bank deposit envelopes. Reconciles daily mail remittance log for payments received for fines, restitutions, attorney admissions and filing fees. Receives and processes attorney admission fees, certificate of good standing requests, and affidavits for attorney name changes. Researches case dockets, case files and automated systems for judgment and commitment orders or other case documents to obtain disbursement information pertaining to special assessments, fines and restitutions. Reviews recognizances, verifies information and processes return of bail money and property. Reviews and verifies receipt totals and prepares jury meal vouchers for payment. Compiles information for the cyclical audit conducted by the Administrative Office and assists the audit team, as needed. Assists in mail distribution in the Finance Department. Travels to other vicinages to assist in financial duties as needed. Performs other duties as assigned.

Qualifications & Skills:

The District Court is seeking an individual with good administrative experience, preferably in the area of finance. The incumbent will be handling basic financial matters. Therefore, the incumbent should demonstrate some knowledge of bookkeeping/accounting practices and procedures. The incumbent should also demonstrate proficiency in computer programs and have the ability to learn the Court's automated accounting systems. There are several financial rules and regulations administered by the Administrative Office of the U.S. Courts and certain financial processes implemented by the Manager of the department. Therefore, the Financial Assistant/Specialist should have the ability to learn, understand and apply these regulations in his or her daily duties, think analytically and show the ability to solve problems. The ability to communicate effectively with various individuals, respect others, work collaboratively, demonstrate technical and operational expertise and flexibility are essential skills. The incumbent should also be able to perform multiple tasks simultaneously and have excellent organization skills. **Notes: Basic accounting/financial knowledge is preferred. Knowledge of Microsoft Word, Excel and Lotus Notes is essential. Familiarity with the operations of the Court is also helpful. **There may be an Excel spreadsheet test administered to all candidates.**

Required Clearances:

This position is classified as a high-sensitive position, therefore, the successful applicant must undergo a mandatory background check and investigation, which includes the completion of a National Security Questionnaire, credit check, name and fingerprint checks.

Application Process:

Candidates must submit their application in **PDF format** to include a **cover letter, resume and current salary history on or before April 4, 2014** to Emma Fernandez-Regan, Human Resources Manager at http://www2.ca3.uscourts.gov/vacancyupload/njd_finasst.aspx

Only PDF documents will be accepted.

INFORMATION FOR APPLICANTS

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the applicant pool of the original announcement without posting the position. Only qualified applicants will be considered for this position. Employees of the U.S. District Court serve under “Excepted Appointments” and are considered “at will” employees. The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees. All information provided by applicants is subject to verification. Applicants are advised that false statements or omissions of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed. Participation in the interview process will be at the applicant’s own expense and relocation expenses will not be provided. The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit). In compliance with the Omnibus Appropriations Act effective 12/16/2009, the employment of non-citizens must be a lawful permanent resident (i.e., green card holder) who are “seeking citizenship” as outlined in 8 U.S.C. §1324b(a)(3)(B). All newly appointed employees are hired as a Full-Time Temporary or Part-Time Temporary employee with a year and a day appointment together with applicable benefits. If selected for this position, the incumbent will be subject to a six-month probationary period.

Please visit our website for more employment information at www.njd.uscourts.gov

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER