



**CAREER OPPORTUNITY
FINANCIAL TECHNICIAN
CLERK'S OFFICE
PORTLAND DIVISION**

◆ **THE POSITION**

The Clerk's Office of the United States District Court for the District of Oregon is now accepting applications for the position of **Financial Technician** in the Portland Division. Financial technicians perform financial transactions and maintain required records in accordance with Court policies and approved internal controls. More than one position may be filled through this recruitment.

Duties and Responsibilities:

- Counts monies received and reconciles daily with the cashiers in the Intake Section. Conducts quality reviews and provides training to cashiers regarding proper practices and procedures for financial transactions.
- Calculates and prepares payment authorizations for all bills and invoices incurred by the court in accordance with internal control procedures.
- Researches, calculates, and prepares all collection documents and provides the required notification in accordance with established judiciary procedures.
- Processes victim restitution payments, including processing incoming check, compiling necessary information, producing and mailing payments, maintaining ledger of restitution payments, and ensuring that victims receive payments; processes returned checks and returned mail; and provides customer service to victims and their representatives. Works with U.S. Attorney's Office to reconcile criminal debt accounts and receivable records.
- Receives, reviews, and processes travel vouchers and travel advance requests from Court units. Checks figures, postings, and documents for correct entry, mathematical accuracy, and proper codes. Communicates with individuals in Court units to respond to questions, problems, or insufficiencies with voucher submissions and the status of payment of vouchers.
- Assists with preparing reports and forms by compiling information. Uses accounting software and systems to record, store, and track information.
- Complies with guidelines, procedures, and policies established by the Administrative Office of the U.S. Courts and the Court. Gives advice and explains requirements of the *Guide to Judiciary Policies and Procedures* as they relate to proper disbursement.
- Applies basic accounting and/or financial skills to track single or multiple transactions through separate accounting, procurement, and administrative systems to identify error causation or policy non compliance.

◆ QUALIFICATIONS

Minimum Qualifications: To be eligible for appointment at CL 24, a candidate must be a high school graduate or equivalent and have 3 years of work experience. At least 1 of the 3 years must qualify as specialized experience as set forth below. Educational substitutions for general work experience may apply on a year-for-year basis.

General work experience is defined as:

- 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 work is defined as:

- Progressively responsible experience in at least one but preferably two or more of the functional areas of financial management and administration (budgeting, accounting, auditing, financial reporting, etc.) that provided a knowledge of the rules, regulations, terminology, etc., in the area of financial administration.
- Skill in the use of financial software and computer equipment.
- Ability to understand relationships among accounts in order to anticipate and predict the impact of proposed actions and/or recommend alternatives. Ability to recognize errors and their probable cause.
- Experience in applying basic accounting principles, internal controls, and separation of duties.

Desirable Qualifications: Completion of Bachelor's or Associate's Degree in Accounting or a related field.

Candidates must also demonstrate:

- Experience in dealing with routine and complex assignments and a demonstrated ability to think through, analyze, and interpret written communications, together with skill in prioritizing tasks and work assignments;
- Superior oral and written communications skills;
- Strong interpersonal skills;
- A professional demeanor and appearance appropriate for a law or professional office environment; and
- A consistent attendance record.

◆ SALARY RANGE

The salary range for this position is classified at CL 24-25 (\$35,505-\$63,759) with a starting salary depending upon the qualifications, experience, education, and current compensation of the successful candidate. This position has promotional potential to CL 26 without further advertising.

Employee Benefits

Employees of the Federal Judiciary are not included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of these benefits are:

- Full-time employees accrue 13 days of paid vacation per year for the first 3 years of employment up to a maximum of 26 days per year at the 15-year anniversary.
- Participation in a retirement program, with optional participation in the federal government's deferred compensation program, the Thrift Savings Plan.
- Optional participation in a federal health insurance plan of your choice.
- Optional participation in supplemental insurance programs, including group long-term care, group long-term disability insurance program, and dental and vision insurance programs.

- Optional participation in the flexible spending account program for unreimbursed medical, dental, and vision expenses, dependent care expenses, and commuter expenses.
- A minimum of 10 paid holidays per year.
- Time-in-service for employees of other federal agencies, as well as time for those with prior military service, for determining leave accrual and retirement benefits.

◆ HOW TO APPLY

To apply, submit a letter of interest and chronological resume, together with an Application for Federal Employment and a list of three references to the address below. These items should arrive at the Court no later than 4:30 p.m. on November 2, 2009. Application forms are available on the Court's website at www.ord.uscourts.gov in fillable format. These forms are also available at the Portland Clerk's Office (see address below). Please type or print all information and sign and date forms where indicated. Incomplete packets and those submitted after the deadline date will not be considered. Verification of employment, education, and reference checks will be made prior to any offer of employment.

Financial Technician
Office of the Clerk
Human Resources Division
United States District Court
1000 SW Third Avenue, Suite 740
Portland, Oregon 97204

The Court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Division of the Clerk's Office at 503/326-8165. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

◆ CONDITIONS OF EMPLOYMENT

- Employees of the United States Courts serve under "Excepted Appointments" and are considered "at will" employees. As such, employment can be terminated at any time. Furthermore, Federal Civil Service classifications do not apply.
- Duty station assignments are at the sole discretion of the Clerk of Court.
- This position is subject to mandatory participation in electronic funds transfer (EFT) for payment of net pay (i.e., Direct Deposit). (Limited exceptions are available upon request.)
- Pursuant to the Immigration Reform Act of 1986, federal government employees must be citizens of the United States or citizens of countries with whom the United States has treaty relations, as defined by the United States Department of State. Appointment is contingent upon providing proof of being legally eligible to work in and for the United States.

The following conditions apply to candidates for positions with the United States District Court:

- False statements or omissions of information on any application materials or the inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- An FBI background check is required for all individuals appointed to positions in the Clerk's Office. New employees are considered "provisional hires" pending the successful completion of the FBI background check.
- The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement entirely, either of which may occur without prior written or other notice.
- All information is subject to verification and background investigation.
- If selected for first-time appointment to a position in the District of Oregon, you may be required to complete a probationary period of employment. Failure to successfully complete the probationary period may result in termination of employment.

- In the event a position becomes vacant in a similar classification within a reasonable time of the original announcement, the Clerk of Court may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.

U.S. DISTRICT COURT, DISTRICT OF OREGON

The United States District Court for the District of Oregon is a federal trial court within the Judicial Branch of the federal government. The District's geographic jurisdiction covers an area in excess of 96,000 square miles and encompasses the State of Oregon.

The District Court consists of six district judgeships, six senior district judges, six magistrate judgeships, three recalled magistrate judges, and one part-time magistrate judgeship; the Office of the Clerk of Court; the U.S. Probation Office; the U.S. Pretrial Services Office; and the U.S. Public Defender's Office.

The headquarters for the Court are located in Portland with additional staffed offices in Eugene and Medford.

The Clerk's Office, under the direction of the Clerk of Court, serves as the primary administrative office for the District and employs a staff of approximately 65 deputy clerks. The Clerk's Office is responsible for a wide variety of administrative functions including: case administration; courtroom and juror services; record management; appeals processing; human resources and development; budgetary and financial operations; space and facilities management; information technology; and property and procurement.