



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF LOUISIANA
OFFICE OF THE CLERK**
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WILLIAM W. BLEVINS
CLERK OF COURT

CAROL L. MICHEL
CHIEF DEPUTY

NOTICE OF POSITION VACANCY

POSITION TITLE: FINANCIAL CLERK

POSITION LOCATION: NEW ORLEANS, LOUISIANA

VACANCY ANNOUNCEMENT #: 18-DSC- 14

OPENING DATE: MAY 21, 2018

CLOSING DATE: APPLICATIONS RECEIVED BY CLOSE OF BUSINESS, 5:00 PM
CENTRAL/STANDARD TIME, JUNE 1, 2018 WILL BE CONSIDERED FOR FIRST
REVIEW (OR UNTIL FILLED).

JOB CLASSIFICATION/GRADE: CL-25

SALARY RANGE: \$40,464 - \$65,799 (DEPENDING ON QUALIFICATIONS AND EXPERIENCE)

POSITION OVERVIEW

The United States District Court for the Eastern District of Louisiana is seeking qualified applicants for the full-time permanent position of Financial Clerk. The Financial Clerk is located in the Administrative Division of the Clerk's Office. This position performs and coordinates administrative, technical and professional work related to financial and accounting activities of the court, including compliance with the appropriate guidelines, policies, and internal controls. The incumbent supports the financial operations of the Court and performs basic accounts payable and accounts receivable duties, and maintains required accounting records.

REPRESENTATIVE DUTIES:

- Create and maintain criminal and civil cases, including Criminal Justice Act (CJA) and Prisoner Litigation Reform Act (PLRA), in Civil/Criminal Accounting Module (CCAM); compile and review all necessary case information; and provide any needed research and customer service to victims and their representatives, as well as the general public. Works with the U.S. Attorney's Office and Probation to reconcile criminal accounts and receivable records.
- Responsible for all aspects of cost bonds.
- Process and reconcile Government Travel Account (GTA) and CJA 24 vouchers through eVoucher; approve CJA travel associated with GTA and CJA 24 vouchers (after receiving authorization). Responsible for producing and maintaining all reporting requirements associated with GTA and CJA 24 vouchers.
- Responsible for the proper accounting of all criminal cases that are transferred in and out of the district; works closely with the Financial Litigation Unit and other courts to reconcile these cases.
- Assist with maintaining, reconciling, and reviewing accounting records, consisting of but not limited to, cash receipts journal, check mail logs, manual receipt log, and deposit fund. Review and/or perform accounts payable

and accounts receivable duties.

- Assist with the preparation, update, examination, and analysis of a variety of regular and non-standard reports as requested by court units, Administrative Office, U.S. Treasury, financial institutions, or other organizations/agencies.
- Responsible for creating the daily Pay.gov receipts and providing all associated back-up documentation.
- Adhere to appropriate internal controls for disbursement, transfer, recording, and reporting of monies. Accept responsibility for files and documents related to the monetary aspects of case management.
- Comply with guidelines, procedures, and policies established by the Administrative Office and the court unit. Give advice and explain requirements of the Guide to Judicial Policies and Procedures as they relate to proper disbursement.
- Prepare reports and forms by compiling information. Use accounting software and systems to record, store and track information.
- Coordinate work efforts with other financial deputies in the financial unit.
- Perform other duties as assigned.

QUALIFICATIONS:

Applicant must be a high school graduate or equivalent with a minimum of two years general experience and at least one year of specialized experience equivalent to work at a CL-24. Bachelor's Degree in accounting or finance preferred.

General 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 experience is progressively responsible experience in at least one but preferably two or more of the functional areas of financial management and administration such as budgeting, accounting, auditing, procurement or financial reporting that provided a knowledge of rules, regulations, and terminology of financial administration, and involved the routine use of automated financial and accounting systems.

Preferred Qualifications:

- Excellent communication, interpersonal, analytical, computational and organizational skills and abilities.
- Ability to manage multiple tasks and priorities.
- Accuracy and attention to detail required.
- Excellent computer skills.
- Excellent customer service skills and team orientation.

BENEFITS:

Employees of the United States District Court are at will employees, are not subject to regulations of the Civil Service Commission, and do not qualify for Merit System Board protections. However, under the Judicial System they are entitled to the same benefits as other federal government employees. Some of the benefits are:

- During the first three years of full-time employment, employees receive 13 days of paid vacation. Thereafter, between 20-26 days of paid vacation depending upon the length of federal service.
- Employees receive 13 days of paid sick leave (unlimited accumulation) and ten (10) paid federal holidays a year.
- Subsidized medical coverage with pre-tax employee premiums and flexible benefits program for health care, dependent care and commuter/parking expenses.
- Eligibility for Group Life Insurance, Long Term Disability, and Long Term Care coverage.
- Mandatory participation in the Federal Employees Retirement System with employer matching contributions.
- Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.
- Promotions are at the discretion of the court based upon job classification, experience and performance.
- When computing employee leave and retirement benefits, time in service with other federal agencies, as well as time for prior military service, is taken into consideration.

****Eligibility for benefits varies with part-time and/or temporary appointments****

ADDITIONAL INFORMATION:

The Office of the Clerk provides clerical support and record keeping services to the U. S. District Court for the Eastern District of Louisiana. The Clerk's Office provides both short and long range opportunities for those interested in a service career with the United States Courts.

New Selectees are subject to background check or investigation and subsequent favorable suitability determination, and selectees to high-sensitive positions are subject to updated background investigations every five years.

HOW TO APPLY:

Applicants must be citizens of the United States or be authorized to work in the United States.

Interested candidates should submit a complete applicant's packet which includes:

- A completed AO-078 Federal Judicial Branch Application For Employment
- A letter of interest (cover letter)
- A current/detailed resume

The AO-078 application form can be downloaded from:
http://www.laed.uscourts.gov/sites/default/files/forms/AO_078.pdf

Please reference the vacancy announcement number in your letter of interest. Applications will not be considered complete until all items listed above have been received by Human Resources. All application materials must be submitted **ELECTRONICALLY**.

Please email your complete applicant's packet to: HRAdmin@laed.uscourts.gov

DISCLOSURES:

The United States District Court reserves the right to modify the conditions of this vacancy announcement, and/or fill multiple positions from this vacancy announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior written notice. The United States District Court requires employees to adhere to a Code of Conduct for Judiciary Employees. The Court will not reimburse candidates for travel in connection with the interview or pay for any relocation expenses. Only those interviewed will be notified of the selection outcome. We appreciate your interest in employment with our district.

The United States District Court for the Eastern District of Louisiana is an Equal Opportunity Employer