



**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF LOUISIANA  
OFFICE OF THE CLERK**

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CAROL L. MICHEL  
CLERK OF COURT

BRANDON C. BRISCOE  
CHIEF DEPUTY

LILIAN V. PASCONE  
CHIEF DEPUTY

**NOTICE OF POSITION VACANCY**

**POSITION TITLE:** FINANCIAL SPECIALIST I

**POSITION LOCATION:** NEW ORLEANS, LOUISIANA

**VACANCY ANNOUNCEMENT #:** 23-DSC- 01

**OPENING DATE:** NOVEMBER 15, 2022

**CLOSING DATE:** APPLICATIONS RECEIVED BY CLOSE OF BUSINESS ON FRIDAY, DECEMBER 9, 2022, WILL BE CONSIDERED FOR FIRST REVIEW OR UNTIL FILLED. **(MORE THAN ONE POSITION MAY BE FILLED FROM THIS VACANCY ANNOUNCEMENT)**

**JOB CLASSIFICATION/GRADE:** CL-25/26

**SALARY RANGE:** \$43,767- \$60,266 (BASED ON QUALIFICATIONS AND EXPERIENCE)  
IF HIRED AT CL-25, PROMOTION TO THE NEXT GRADE EXISTS WITHOUT FURTHER COMPETITION, BASED ON PERFORMANCE, AND AT THE DISCRETION OF THE COURT UNIT EXECUTIVES. FULL SALARY RANGE FOR THIS POSITION IS \$43,767 - \$78,379. MORE THAN ONE POSITION MAY BE FILLED FROM THIS VACANCY ANNOUNCEMENT.

**POSITION OVERVIEW**

The United States District Court for the Eastern District of Louisiana is seeking qualified applicants for a position of Financial Specialist I. The Financial Specialist I is located in the Financial and Budget Unit of the Clerk's Office. This position performs and coordinates technical and professional work related to financial and accounting activities of the court, including ensuring compliance with the appropriate guidelines, policies, and internal controls. The incumbent will prepare, update, and analyze a variety of accounting records, financial statements, and reports; assist with accounts payable and accounts receivable activities; and maintain required records in accordance with court policies and approved internal controls.

**REPRESENTATIVE DUTIES (CL – 25):**

- Maintain, reconcile, and analyze accounting records, consisting of a cash receipts journal, mail logs, manual receipt log, registry fund, deposit fund and unclaimed funds. Review and/or perform accounts payable and accounts receivable duties; have responsibility for the accuracy and accountability of monies received and disbursed by the court. Responsible for CR receipt import.

- Prepare, update, examine, and analyze a variety of regular and non-standard reports as requested by any court unit, the Administrative Office, the U.S. Treasury, financial institutions, or other organizations/agencies. Prepare reports and forms by compiling information. Use a variety of manual and automated accounting systems and cash-management tools to process, record, store, and track information.
- Create and maintain criminal and civil cases, including CJA and PLRA, in CCAM; compile necessary information, review case information, and provide any needed research and customer service to victims, their representatives, and the public. Work with the U.S. Attorney's Office and Probation to reconcile criminal accounts and receivable records.
- 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. Assist with oversight of audit / financial operations to ensure compliance with internal controls, policies, and procedures.
- Coordinate the work efforts with other financial deputies in work efforts in the financial unit.
- Provide guidance and assistance on judiciary travel regulations, procedures, and the preparation of travel authorizations obligations and vouchers to court employees and judicial chambers. Train new judicial chambers staff on Judiciary travel regulations. Maintain a travel authorizations and advances tracking system to ensure that travel claims are submitted within the required time frame. Receive, review for accuracy, and process travel vouchers and advances for court and judicial chambers employees. Communicate with individuals in court units to respond to questions, problems, or insufficiencies with voucher submissions and the status of payments of vouchers.
- Process non-cash collateral release and receipt requests as ordered by the court. Maintain the non-cash collateral and corresponding log and perform audits.
- 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.
- Perform other duties as assigned.

**REPRESENTATIVE DUTIES (CL – 26) – IN ADDITION TO THE DUTIES ABOVE:**

- Maintain, reconcile, and analyze accounting records, consisting of a cash receipts journal, mail logs, manual receipt log, registry fund (including investments and disbursements), deposit fund and unclaimed funds. Review and/or perform accounts payable and accounts receivable duties including processing BOP, TOP, and IPAC receipts.
- Use a variety of manual and automated accounting systems and cash management tools to process, record, store, and track information. Assist and train other court employees in the use of these systems and tools.
- Collaborate with other financial deputies on work efforts.
- Perform customer service duties to the general public, court employees, Probation, FLU, and other circuit units with questions concerning all aspects of the financial unit and its records.
- Work with the information technology staff by providing beta testing to help develop or customize programs or systems to assist with finance and accounting transactions and record-keeping.
- Assume the duties of the other financial clerks in their absence. Perform the duties associated with the Attorney Registration and Disciplinary Fund in the absence of the Budget and Financial Administrator.

**QUALIFICATIONS:**

Applicant must be a high school graduate or equivalent with a minimum of one year of general experience and at least one year of specialized experience;

**or**

Completion of the requirements for a bachelor's degree from an accredited college or university.

**General experience** is progressively responsible experience that provides evidence that the applicant has:

- (a) a good understanding of the methods and administrative machinery for accomplishing the work of an organization;
- (b) the ability to analyze problems and assess the practical implications of alternate solutions;
- (c) the ability to communicate with others, orally and in writing; and
- (d) the capacity to employ the knowledge, skills, and abilities in the resolution of problems.

**Specialized experience** 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, or financial reporting that provided a knowledge of rules, regulations, and terminology of financial administration.

**Other Preferred Qualifications:**

- Bachelor's Degree in accounting or finance.
- Ability to manage multiple tasks and priorities.
- Accuracy and attention to detail required.
- 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 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 eleven (11) 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. (See [Citizenship Requirements](#)).

Qualified applicants should submit **one PDF document** that contains:

- A letter of interest (cover letter)
- A current/detailed resume
- A completed [AO\\_078 Federal Judicial Branch Application For Employment](#)

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. No application material, with the exception of academic transcripts, will be accepted via U. S. Mail.

**All application material must be submitted ELECTRONICALLY, no exceptions, to:**

**[HRadmin@laed.uscourts.gov](mailto:HRadmin@laed.uscourts.gov)**

## **DISCLOSURES:**

Due to the volume of applications received, only those interviewed will be notified of the selection outcome. 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 Judicial Employees](#). The Court will not reimburse candidates for travel in connection with the interview or pay for any relocation expenses. 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*