



Sacramento, California
www.caed.uscourts.gov

Position Details

Classification Range: CL 25 - 27
Salary Range: \$42,000 - \$82,594
Closing Date: Thursday, October 6, 2016 @ 4:00pm

How to Apply:

For consideration, applicants must submit the following:

- 1) An introductory cover letter that includes the reason a change of employment is desired (a reason is only required if applicant is currently employed).
- 2) A chronological resume detailing work history and the reason each job listed was left.
- 3) A salary history of all jobs listed on the applicant's resume.
- 4) A list of at least three professional references.

IMPORTANT: Incomplete materials will be disqualified from consideration.

Whether launching or continuing a career in public service, the U.S. District Court – Eastern District of California is a great place to work. The court offers competitive salaries and benefits and an excellent work/life balance. The court also offers the opportunity to work with professional and committed colleagues and judges and to provide important service to our community. To learn more about our court, please visit our website at www.caed.uscourts.gov.

Currently, we are seeking career-oriented applicants for a full-time Financial Specialist position in our Sacramento Clerk's Office. The incumbent will work in a four person unit that is responsible for supporting the financial operations of the court. Staff perform a high volume of transactional processing work that requires interpreting and applying complex rules and regulations, maintaining a high level of processing accuracy, attention to detail and timeliness, and providing excellent customer service. The candidate hired for this position will be expected to work Monday - Friday, from 8:00 a.m. - 5:00 p.m. (with one hour for lunch).

The following list of duties and responsibilities is considered entry level. As the incumbent's knowledge, skills and abilities are developed, more complex duties and responsibilities will be assigned.

- Audits and processes a variety of payment vouchers, runs check disbursement batch jobs and prints and mails corresponding checks. Creates and maintains associated files.
- Reconciles daily receipts and posts to cash receipts journals, Treasury control accounts, and other ledgers.
- Reconciles mail remittance log for all checks received through the mail.
- Maintains and posts payments for partial prisoner filing fees.
- Reviews, researches and posts payments received from the Bureau of Prisons.
- Assists with storage and disposal of financial records.

Minimum Qualifications

In order to qualify for this position, candidates must possess at least two years of specialized financial work experience. The experience must include processing work in a financial and/or accounting system and the regular application of rules, regulations and terminology of financial and/or accounting processing. This type of experience usually is gained in an office that handles banking, bookkeeping, or accounting related work. The work experience also must demonstrate the candidate's ability to manage and work with multiple financial accounts and the ability to process large volumes of financial related transactions with a high degree of accuracy. The selected candidate also must possess a good credit history as part of a full background investigation that must be completed.

Financial Specialist
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How to Apply (cont.):

Materials must be received as email attachments in either Word or PDF format sent to:

CAED-HR@CAED.USCOURTS.GOV

by no later than 4:00 pm on Thursday, October 6, 2016. Reference "2016-25" in subject line of email.

Benefits:

- Paid Holidays
- Annual & Sick leave
- Federal Employee Retirement System
- Thrift Savings Plan
- Health Insurance
- Dental, Vision & Life Insurance
- Flexible Spending Accounts
- On Site Gym

For more information about benefits go to:
www.USCourts.gov

Minimum Qualifications (cont.)

Completion of a bachelor's degree in a related field may be substituted for all or part of the minimum work experience requirement. Candidates who possess more than two years of specialized work experience and a bachelor's degree in a related field are highly preferred.

Appointment is expected at the CL 25 level; however, the actual starting classification level and salary will be determined by the selected candidate's overall qualifications.

Qualifications and Rankings

Candidates will be ranked on the relevancy and length of their work and educational backgrounds and the professionalism of their application materials. Materials will be reviewed for completeness, attention to detail and organization. **Incomplete materials will be disqualified from consideration.** Candidates ranked highest will be contacted for more information. All other applicants will be notified of their non-selection at the conclusion of the interview process.

Disclosures

- 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.
- Only qualified applicants will be considered for this position. Participation in the interview process will be at the applicants own expense and relocation expenses will not be provided.
- Court employees serve in the Excepted Service and are considered "at-will" employees. Court employees are also subject to a Code a Conduct. A copy of which will be provided to applicants upon request.
- As a condition of employment, the selected candidate must successfully complete a ten-year background investigation and every five years thereafter will be subject to an updated investigation similar to the initial one. All information provided by applicants is subject to verification and investigation. Applicants also must be either U.S. citizens or eligible to work for the United States government.
- The selected candidate will be required to complete an initial performance evaluation period (IPEP). Failure to successfully complete the IPEP for any reason may result in termination of employment.