

U.S. District Court - Eastern District of California
Opportunity Announcement #2026-37

Financial Specialist



Sacramento, California
www.caed.uscourts.gov

Position Details

Classification Range: CL 25-27
Salary Range: \$54,716 - \$107,632
Closing Date: Open until filled;
preference will be given to
materials received by Friday,
August 7, 2026.

How to Apply:

The following materials must be sent as e-mail attachments to "CAED-HR@caed.uscourts.gov" (please reference "2026-37" in subject line of your message):

- 1) An introductory cover letter.
- 2) A completed Application for Judicial Branch Federal Branch Employment, form AO-78 (found on the *Careers* page of the court's website)

IMPORTANT: Incomplete materials will be disqualified from consideration.

The Clerk's Office is seeking applicants for a Financial Specialist position in our Sacramento office. The position provides an excellent opportunity to launch or continue a career in federal public service.

The incumbent will work in a four-person unit supporting the financial operations of the court. Work is normally performed onsite with a regular Monday – Friday, 40 hour per week work schedule. Limited telework may be available subject to work site coverage needs and supervisor approval.

The incumbent will process a high volume of transactional work that requires interpreting and applying complex rules and regulations, and maintaining a high level of processing accuracy, attention to detail timeliness, and excellent customer service.

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

- Audit and process a variety of payment vouchers, run payment disbursement batch jobs and disburses funds. Create and maintain associated files.
- Reconcile daily receipts and post to cash receipts journals, Treasury control accounts, and other ledgers.
- Reconcile mail remittance log for all checks received through the mail.
- Maintain and post payments for partial prisoner filing fees.
- Review, research, and post payments received from the Bureau of Prisons.
- Assist with storage and disposal of financial records.

MINIMUM QUALIFICATIONS

To qualify, applicants must possess at least one year of 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. The experience is usually gained in a bank, payroll office, or other office processing financial transactions. The selected candidate must also possess a good credit history (a check will be performed as part of a full background

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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

investigation that must be completed). Completion of a bachelor's degree in a related field may be substituted for all or part of the minimum work experience requirement.

Applicants must also possess proficiency with Microsoft Word and Excel, the ability to organize and prioritize their work, to multi-task and interpret and apply complex written guidelines, and to maintain a high level of attention to detail and accuracy when processing large volumes of work. Applicants must also possess the ability to collaborate, and to professionally and respectfully communicate with a wide range of individuals.

Additional years of specialized work experience in a high-volume work environment is preferred. Work experience gained in a financial office of a federal court is highly preferred. Applicants will be ranked on the length and relevance of their experience and candidates of interest will be contacted for more information.

Initial appointment is expected between CL 25 step 1 (\$54,716) to step 13 (\$61,587) with promotional potential to CL 26 and CL 27 without further competition. Consideration for appointment at a higher step or Classification Level may be given to applicants transferring within the Federal Judiciary through use of Highest Previous Rate (HPR) authority.

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 and participation in the interview process will be at the applicant's own expense. Relocation expenses will not be provided.
- Court employees are subject to a Code of Conduct. A copy can be found on the *Careers>Employment Information>Code of Conduct* section of the court's website at www.caed.uscourts.gov.
- Applicants must meet citizenship requirements to work for the United States government. Requirements can be found through the *Careers>Employment Information>Disclosures* section of the court's website at www.caed.uscourts.gov.

DISCLOSURES (continued)

- Court employees serve under “Excepted Appointments” and are considered “at will” employees exempt from Federal Civil Service classifications and regulations. California employment laws also do not apply. Court employees are entitled to the same benefits as Federal Civil Service employees.
- The selected candidate must successfully complete an initial ten-year background investigation, and every five years thereafter will be subject to an updated investigation like the initial one. All information provided by applicants is subject to verification and background investigation. False statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- If selected for first-time appointment, a one-year initial performance evaluation period (IPEP) must be completed. Failure to successfully complete the IPEP may result in termination of employment.