



**UNITED STATES DISTRICT COURT
DISTRICT OF CONNECTICUT
VACANCY ANNOUNCEMENT - USDC-CT 23-04**

POSITION: Financial Technician
SALARY RANGE: CL24 (\$48,349 - \$78,577)
DUTY STATION: New Haven, CT

OPENING DATE: March 22, 2023
CLOSING DATE: April 12, 2023

INTRODUCTION

The United States District Court for the District of Connecticut is accepting applications for the position of Financial Technician. The Financial Technician performs financial transactions and maintains required records in accordance with court policies and approved internal controls. The Financial Technician is responsible for clerical and technical duties associated with the financial accounting of monies paid into the Court, including fees, restitution, fines and forfeitures, court costs, bail bonds, refunds to appropriations, and money paid into the court pending the outcome of litigation.

Representative duties:

- Process and pay bills and invoices incurred in court units. Perform reconciliation of monies deposited, transferred, and disbursed by the court unit. Calculate, prepare, and issue bills, invoices, account statements, and other financial statements according to established procedures.
- Maintain accounting records by inputting transactions, performing trial balances, and reconciling the accounts through the automated systems. Debit, credit, and total accounts on spreadsheets, databases, and financial software used by the court unit.
- Process victim restitution payments, including processing incoming checks; compiling necessary information; producing and mailing payments; maintaining ledger of restitution payments and ensuring that victims receive payments; processing returned checks and returned mail; and providing customer service to victims and their representatives. Work with U.S. Attorney's Office to reconcile criminal debt accounts and receivable records.
- Process vouchers and payments for Criminal Justice Act panel attorneys, jurors, trustees, and other similar vouchers. Receive, review, and prepare payment vouchers received; and enter data into automated check writing/accounting systems.
- Receive, review, and process travel vouchers and travel advance requests from court units. Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes. Communicate with individuals in court units to respond to questions, problems, or insufficiencies with voucher submissions and the status of payment of vouchers.
- Assist with preparing reports and forms by compiling information. Use accounting software and systems to record, store, and track information using various software applications (e.g., Microsoft Word; Excel).
- Comply with guidelines, procedures, and policies established by the Administrative Office and the court unit. Give advice and explain requirements of the Guide to Judiciary Policy as they relate to proper disbursement.

- Interacting with members of the public and the Bar.
- Other duties as required.

Minimum Qualifications/Requirements:

- High School Diploma required; college degree preferred.
- Two years of general work experience that indicate the candidate possesses or can acquire the knowledge and skills needed to perform the duties of the position;
- One year or more of progressively responsible clerical or administrative experience that provided knowledge of the rules, regulations, practices, and principles of financial administration and/or accounting and involved the routine use of automated financial and accounting systems or other computer-based systems and applications such as word processing, spreadsheets or databases;
- The successful candidate(s) must be mature, responsible, poised, and detail oriented. Must also possess tact, diplomacy, good judgment, strong analytical skills, initiative, and excellent customer service skills. The successful candidate(s) must also have excellent verbal and written communication skills and be computer literate, including proficiency with word processing, spreadsheets, Adobe Acrobat, and other basic computer software programs.

How to Apply: In order to be considered for this position, go to:

<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=mf6sdx2k&pos=23-04>

Please attach in **PDF format** your cover letter, resume, and the Judicial Branch Federal Employment Application (AO 78).

Applications for Judicial Branch Federal Employment (AO78) may be obtained at:

<http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>

Benefits:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Federal court employees may join the Federal Court Clerks Association, a national, professional organization founded in 1922.
- Credit, time in-service, for prior government service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration with computing leave accrual and retirement benefits.

Conditions of Employment:

- Applicants must be U. S. citizens or eligible to work in the United States.
- Successful candidate for this position is subject to a full fingerprint and background records check. Any applicant selected for a position will be hired provisionally pending successful completion of the background investigation.
- Mandatory electronic direct deposit of salary payment.
- Employees are required to adhere to the Code of Conduct for Judicial Employees [available to applicants to view at the court website: www.ctd.uscourts.gov].
- Employees of the U.S. District Court are EXCEPTED SERVICE APPOINTMENTS. Excepted service appointments are “at will” and can be terminated with or without cause by the court.
- All applications will be reviewed to identify the best qualified candidates. Due to the volume of applications received, the Court will only communicate with those individuals invited in for an interview. Applicants selected for interviews must travel at their own expense. The Court may close this announcement at any time, and it is therefore recommended that applications be submitted as soon as possible. The Court reserves the right to modify the conditions of this position announcement or to withdraw the announcement, which may occur without prior written notice.

The District of Connecticut is an equal opportunity employer and values diversity and inclusion.