

*** CAREER OPPORTUNITY ***



UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF TEXAS

Position Title:	Financial Assistant #21-07
Location:	Dallas, Texas
Closing Date:	Open until filled
Starting Salary/Range:	CL 24 (\$41,707- \$67,803)*

*Depending upon qualifications and experience

POSITION OVERVIEW:

The United States District Court for the Northern District of Texas is recruiting for the position of Financial Assistant. This is an entry level financial position. Training will be provided to enable the successful candidate to use automated systems unique to the federal judiciary. The incumbent performs financial transactions and maintains required records in accordance with court policies and approved internal controls. The Financial Assistant reports directly to the Financial Administrator.

RESPONSIBILITIES:

- Transfer funds held in the deposit fund to the unclaimed funds account.
- Import cases involving criminal debt into the court's financial accounting system.
- Set up "Transfer of Jurisdiction In" cases in the financial accounting system.
- Provide the required documentation for "Transfer of Jurisdiction Out" cases to other courts.
- Verify that each case involving criminal debt that is entered into the financial accounting system matches the applicable signed criminal judgment.
- Enter filing fees paid by prisoner litigants into the financial accounting system.
- Process returned checks and suspend payments to crime victims until address information has been properly obtained and verified.
- Update party/payee addresses in the financial accounting system.
- Provide case inquiry reports to the Financial Litigation Unit of the U.S. Attorney's Office and to others who are entitled to the information.
- Perform all other duties related to financial management and accounting in the U.S. District Clerk's Office as assigned.

QUALIFICATIONS:

To qualify for the position of Financial Assistant, a person must have the ability to accurately work with numerical calculations, knowledge of bookkeeping principles and practices, the ability to understand relationships among accounts and how financial procedures relate to the overall business of the court, and the ability to recognize errors and to identify their probable causes. A bachelor's degree in accounting or a related field from an accredited college or university is strongly preferred.

BENEFITS:

Employees of the U.S. District Court are entitled to benefits, which include participation in the Federal Employees Retirement System, choice of a health benefit plan from several options, dental, life insurance, long term disability, long term care, annual/sick leave, federal holidays, and periodic salary increases. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

OTHER:

Employees of the U.S. District Court for the Northern District of Texas are excepted service appointments. Employees are considered at will and are not covered by federal civil service classifications or regulations. Immigration law requires public employers to hire individuals who are lawful permanent residents (i.e., green card holder) seeking U.S. citizenship.

Due to the high volume of applicants received, the Court will only communicate with applicants who will be considered for interviews. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

Candidates who are selected for employment in the judiciary must successfully pass a background check or investigation as a condition of employment. The background check will include, at a minimum, an FBI fingerprint check. Full field investigations will be conducted on positions that are classified as high-sensitive. Once employed, the candidate may be subject to periodic background investigation updates.

Qualified applicants may submit a **detailed resume** and **salary history** to:

Human Resources - #21-05
United States District Clerk's Office
1100 Commerce Street, # 1452
Dallas, TX 75242
Email: humanresources@txnd.uscourts.gov

***** The Court is an Equal Opportunity Employer *****

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct. **This court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative.** The decision on granting reasonable accommodations will be made on a case by case basis.