

Career Opportunity

Position: Financial Assistant
(Full-Time Temporary)

Vacancy Number: 26-23

Location: Dallas, TX

Closing Date: Open Until Filled

Starting Salary/Range: CL-24/CL-25
\$48,596-\$87,258*

*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:

- Review cases held in the deposit fund.
- Verify that each case involving criminal debt that is entered into the financial accounting system matches the applicable signed criminal judgment
- Update party/payee addresses in the financial accounting system.
- Transfer funds held in the deposit fund to the unclaimed funds account.
- 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.
- Handle finance help desk phone calls, emails and in-person inquiries.
- Perform all other duties related to financial management and accounting in the U.S. District Clerk's Office as assigned.



U.S. District Court for the Northern District of Texas

The Northern District of Texas is made up of 100 of the 254 counties in Texas.

Nine of the cities in the district are among the top twenty most populous cities in Texas. Two of the cities, Dallas and Fort Worth, are in the top twenty most populous cities in the country.

Geographically, the district encompasses more than 96,000 square miles, making it the largest land area federal district in the country, except for those that encompass an entire state.

Many of the nation's Fortune 500 companies are either headquartered or have a major presence in the Dallas/Fort Worth Metroplex.

Qualifications:

To qualify for the position of Financial Assistant, a person must have the ability to accurately work with numerical calculations, knowledge of accounting 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, identify their probable causes and make the necessary corrections. Progress toward a bachelor's degree from an accredited college or university is required. A degree in business with a concentration in accounting or finance is preferred.

Benefits:

The United States District Court falls within the Judicial Branch of the U.S. Government. Policy for the Judicial Branch is determined by the Judicial Conference of the United States. Appointments in the District Clerk's Office are made by the Clerk of Court under authority of 28 U.S.C. § 751. Benefits include participation in the Federal Employees' Retirement System which contributes to the Social Security Retirement Program, Federal Employees' Health Benefits, Federal Employees' Group Life Insurance, Thrifts Savings Plan (like a 401(k) plan, with employer matching contributions), 11 paid federal holidays and annual/sick leave accrual. An overview of Federal Judiciary benefits is accessible at:

<http://www.uscourts.gov/careers/benefits>

Other:

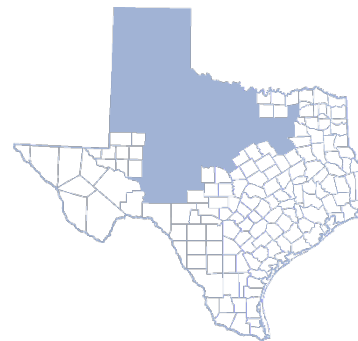
Employees of the U.S. District Court for the Northern District of Texas are excepted service appointments. Employees are considered at will and are not covered by federal civil service classifications or regulations. Immigration law requires public employers to hire individuals who are lawful permanent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

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.

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.** Decisions on granting reasonable accommodations will be made on a case-by-case basis.



How to Apply

Qualified applicants must submit a cover letter, detailed resume, and salary history to Human Resources by emailing the items. The subject line must include: "26-23."

Email Address:

humanresources@txnd.uscourts.gov



Visit Our Website:

www.txnd.uscourts.gov