

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF GEORGIA

Vacancy Announcement No.: 09-20
Opening Date: September 25, 2009
Closing Date: October 13, 2009, or until filled.



**More than one position may be filled
through this announcement.**

POSITION TITLE: FINANCIAL ASSISTANT
STARTING SALARY: \$38,814 - \$48,545
OR HIGHER DEPENDING UPON EXPERIENCE

The United States District Court Clerk's Office has an immediate opening for a **Financial Assistant**. The Financial Assistant will assist in performance and coordination of administrative, technical and professional work related to financial and accounting activities of the Court, including ensuring compliance with the appropriate guidelines, policies and internal controls. The Financial Assistant will perform financial transactions and maintain required records, in accordance with Court policies and approved internal controls.

Mandatory Qualifications: Candidate must have at least two years of progressively responsible financial administration experience or accounting experience. Skill in working with many numerical transactions and the ability to recognize errors and their probable cause. Skill in using automated applications including word processing (preferably WordPerfect), spreadsheets (preferably Excel), database programs, as well as financial and accounting systems. Ability to prepare financial reports in order to exchange and provide accurate and timely information with individuals within and outside the Court. Ability to consistently demonstrate sound judgement and high ethical standards.

General Experience: Must be a detail-oriented individual and possess responsible accounting, clerical, and administrative experience which provided a knowledge of office practices including filing and record keeping, compiling and reporting statistical data, making detailed, accurate entries using computer/PC equipment. The successful candidate should have the ability to work independently as well as collaboratively as part of a team, and multitask.

Preferred Qualifications: A bachelor's degree in accounting or a related field is preferred. Experience in a court environment utilizing FAS4T, as well as other financial and accounting systems is also preferred.

Notice to Applicants: Employees of the United States District Court are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the Court. As

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a condition of employment, the selected candidate must successfully complete a background investigation with law enforcement agencies, as well as a check of financial and credit records. Any position offer will be considered provisional until a full suitability determination can be made. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. Employees of the United States District Court serve a one-year probationary period. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicant must be a United States Citizen or eligible to work in the United States.

The United States District Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service employment.

About the Court: The United States District Court currently employs 223 staff members in four offices, with eleven active judgeships, eleven senior judges, and nine full-time magistrate judges. The Court has its main office in Atlanta with division offices in Rome, Newnan, and Gainesville. The Northern District of Georgia serves 46 counties in the northwestern part of the state.

Benefits:

Accrual of paid vacation and sick leave days, based on length of service, and ten paid holidays during the year.

Participation in pre-tax benefit programs (Health, Dental, and Vision Insurance programs; Flexible Spending Accounts; Commuter Reimbursement Benefit).

Available group life insurance and long term care insurance.

Public Transportation Subsidy.

Participation in the Federal Employees Retirement System (FERS).

Thrift Savings Plan (with employer matching a percentage of employee's contribution).

Application Process: To apply for this position, qualified applicants should submit: 1) a resume; 2) a cover letter addressing qualifications and relevant experience; and 3) an application for Judicial Branch Federal Employment, Form AO 78 (available from the Court's website at <http://www.gand.uscourts.gov/employment>). Completed packages should be submitted to: **United States District Court, Attn: Human Resources Manager, Vacancy #09-20, 75 Spring Street, SW, Room 2013, Atlanta, GA 30303-3309**. The closing date for receipt of applications is October 13, 2009, or until filled. All applicants will be screened to identify the best qualified and suitable candidate. Only the best qualified candidates will be invited for a personal interview. Interview and relocation expenses are not reimbursable.

EQUAL OPPORTUNITY EMPLOYER