

**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF TENNESSEE**

**POSITION ANNOUNCEMENT
April 23, 2010**

POSITION: Financial Technician (permanent; full-time)

LOCATION: Nashville, Tennessee

CLASSIFICATION LEVEL: CL 24 Step 1 (\$34,356) to CL 25 Step 61 (\$61,709),
depending on experience and qualifications

START DATE: Position available immediately

APPLICATION DEADLINE: Applications accepted until position is filled

POSITION OVERVIEW:

This position is located in the Clerk's Office. The incumbent provides support to the financial operations of the Clerk's office and maintains required accounting records.

REPRESENTATIVE DUTIES:

- Count monies received and deposit in appropriate bank accounts.
- Process victim restitution payments, including processing incoming checks; compile necessary information; produce and mail payments; maintain ledger of restitution payments and ensure that victims receive payments; process returned checks and returned mail; and provide customer service to victims and their representatives. Work with U.S. Attorney's Office to reconcile criminal debt accounts and receivable records.
- Review garnishment documents for accuracy; process payments; respond to inquiries from attorneys and court personnel regarding garnishments; and review files for expired garnishments.
- Receipt Bureau of Prison payments into the automated accounting system.
- Establish case information regarding criminal judgments and prisoner litigation in automated accounting system; respond to inquiries from public, probation, U.S. Attorney's office and court personnel.
- Maintain accounting records by inputting transactions, performing trial balances, and reconciling the accounts through the automated system.

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- Count monies received and prepare deposits; accompany financial personnel to bank to make deposits.
- Assist with preparing reports and forms by compiling information. Use accounting software and systems to records, store, and track information.
- Other duties as assigned.

MANDATORY QUALIFICATION REQUIREMENTS:

General Experience: A minimum of two years of progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of a financial technician. (Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience.)

Specialized Experience: A minimum of one year of progressively responsible clerical experience or administrative experience which provided knowledge of rules, regulations, and terminology in the area of financial administration and/or accounting and which involved the routine use of keyboard skills. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or personnel-payroll operations.

Other Requirements: Skill in the use of automated systems. Ability to communicate information accurately and in a timely manner from individuals within and outside the court. Ability to meet deadlines. Attention to detail is required. Strong preference for candidate with college degree.

BENEFITS:

This position is covered by the Court Personnel System. Benefits include:

- 10 paid holidays per year
- Paid annual leave in the amount of 13 days for the first three years
- 20 days per year leave after the first three years and 26 days per year after 15 years
- Sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in the Thrift Savings Plan
- Optional participation in Federal Employee Health Benefits, Life Insurance, Flexible Benefits programs
- Optional long-term care insurance and disability plans
- Credit for prior government service

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CONDITIONS OF EMPLOYMENT:

- Employee must be a US citizen or eligible to work in the US
- Employees are required to adhere to the Code of Conduct for Judicial Employees a copy of which is available upon request. Final candidates may be required to undergo a background investigation.
- Employees of the US District Court are Excepted Service Appointments. Excepted Service Appointments are “at will” and can be terminated at any time with or without cause.
- Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit
- Equal Employment Opportunity Employer

APPLICATION PROCESS:

Interested employees must submit via e-mail to the addresses below a request for consideration for the position and include a brief statement detailing why you want the position.

Human Resources Specialist Connie W. Baker

Connie_W_Baker@tnmd.uscourts.gov

Chief Deputy Clerk Vicki R. Kinkade

Vicki_Kinkade@tnmd.uscourts.gov