

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

**POSITION ANNOUNCEMENT  
FEBRUARY 27, 2009**

**POSITION:** Financial Assistant  
(part-time (20 hours per week), temporary position)

**LOCATION:** Nashville, Tennessee

**CLASSIFICATION LEVEL:** CL 23, Step 1 (\$15,246 part-time)  
to  
CL 24, Step 61 (\$27,439 part-time)  
depending on experience and qualifications

**START DATE:** Part-time position available immediately and ending September 30,  
2009

**APPLICATION DEADLINE:** Wednesday, March 11, 2009

**POSITION OVERVIEW:**

This position is located in the Clerk's Office. The Financial Technician provides support to the financial operations of the Clerk's Office, performs financial transactions, and maintains required records, in accordance with court policies and approved internal controls.

**REPRESENTATIVE DUTIES:**

- Maintain control over unit cash registers, including distributing funds to case initiation clerks, as well as collecting and balancing cash drawers daily. Count monies received and process receipts and deposits in appropriate bank accounts.
- 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.

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- 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.
- Comply with guidelines, procedures, and policies established by the Administrative Office and the court unit. Give advice and explain requirements of the *Guide to Judicial Policies and Procedures* as they relate to proper disbursement.
- 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 the position. (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: 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.

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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.

**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 resume, 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](mailto:Connie_W_Baker@tnmd.uscourts.gov)

Chief Deputy Clerk Vicki R. Kinkade  
[Vicki Kinkade@tnmd.uscourts.gov](mailto:Vicki_Kinkade@tnmd.uscourts.gov)