

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF MISSISSIPPI

VACANCY ANNOUNCEMENT 09-102

Position Title: Financial Technician
Salary Range: \$33,770 per annum
Location: Oxford, MS
Type of Appointment: Temporary, Full-time¹
Closing Date: May 14, 2009

Major Duties: The incumbent provides support to the financial operations of the clerk's office and maintains required accounting records. The Financial Technician performs all duties as assigned, including, but not limited to . . .

- Counts monies received and process receipts and deposits in appropriate bank accounts;
- Receives and reviews payment vouchers received;
- Enters data into automated check writing/accounting systems;
- Maintains ledger of restitution payments and ensures that victims receive payments;
- Maintains control over unit cash register(s);
- Maintains the accounting records by inputting transactions, performing trial balances, and reconciling the accounts through the automated system(s);
- Assist with preparing financial reports and forms by compiling information;
- Uses accounting software and systems to record, store, and track information.
- Assist Court's Financial Staff with conversion to new automated civil/criminal accounting module.
- Other duties as assigned.

Mandatory Minimum Requirements:

Education

High school graduation or equivalent. "Equivalent" includes a GED or other recognized certificate or a like number of years of clerical experience (e.g., one year of significant clerical experience equals one year of high school). Bachelor's degree preferred.

Experience

General. Progressively responsible clerical, office, or other work that exhibits the

¹This is a six month appointment. Continuation after the six month appointment will be based upon the court's budget, need for additional financial operations support and the new-hire's work performance.

possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of a Financial Technician.

Specialized. At least two years specialized experience including at least one year equivalent to work at Judicial Classification Level 23. “Specialized experience” must be progressively responsible clerical work requiring regular and recurring applications of clerical procedures involving the use of personal computer keyboarding skills; use of specialized, technical and legal terminology; demonstrated ability to comply with and apply rules, regulations, directives, standards, and laws; demonstrated superior organizational skills; and demonstrated superior attentiveness to details.

Substitutions. Substitutions for education and experience requirements are as follows:

Education. Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester hours or 45 quarter hours) equals nine months of experience. Education may *not* be substituted for specialized experience because court support positions require hands-on experience to be credited as specialized experience.

Experience. Excess specialized experience may be substituted for required general experience.

Court-Preferred Skills

Demonstrated superior abilities in meeting and dealing positively and patiently with court staff, the public and attorneys and always presenting one’s self and the court in a highly professional manner. Superior ability to organize files and communicate with managers, other court-support staff members, attorneys, and prospective jurors. Superior ability to cooperate and get along with others and to accept and follow instructions and supervision. Thorough working ability with personal computers, particularly with relational databases, WORDPERFECT software, LOTUS calendaring software and e-mail, and fax machines. Superior written and oral communications skills. A work-history demonstrating and exhibiting punctuality, dependability, reliability, and trustworthiness.

To Apply: Submit the original and five copies of your resume, along with the original and five copies of the AO78 Application form which may be obtained at www.msnd.uscourts.gov/forms.htm.

Submit application to: Connie T. Armstrong, Personnel Specialist
911 Jackson Avenue East, Suite 369
Oxford, MS 38655
662-281-3031
connie_armstrong@msnd.uscourts.gov

ONLY CANDIDATES SELECTED FOR AN INTERVIEW WILL BE NOTIFIED

The Northern District of Mississippi is an equal opportunity employer