



**UNITED STATES DISTRICT COURT
DISTRICT OF MARYLAND
VACANCY ANNOUNCEMENT**

POSITION: Financial Technician

OPENING DATE: September 5, 2014

CLOSING DATE: September 23, 2014*

DUTY STATION: Baltimore, Maryland
(with occasional travel within the District)

SALARY: CL 23 (\$34,105 - \$42,631) High school graduation plus two years of general experience**
or college degree
CL 24 (\$37,762 - \$47,212) Two years of general experience** or college degree
plus one year of specialized experience** required
CL 25 (\$41,712 - \$52,146) Two years of general experience** or college degree plus
two years of specialized experience** required

The Clerk of the United States District Court for the District of Maryland is seeking qualified applicants for the full-time position of Financial Technician. The incumbent supports the financial operations of the Court and maintains required accounting records.

Duties include, but are not limited, to the following:

- Counts monies received and deposits in appropriate bank accounts; prepares required financial reports.
- Receives and reviews for appropriateness of payment a variety of vouchers and orders; prepares orders for jury meal payment; and enters data into automated check writing/accounting systems.
- Maintains a variety of ledgers and ensures that the appropriate parties receive payments.
- Maintains control over the Attorney Admissions Fund and ensures proper credit of payments.
- Maintains accounting records by imputing transactions, performing trial balances, and assisting with reconciliations.
- Assists with the investment of registry funds and using court specific computer applications.
- Ability to understand, interpret and apply legal rules regarding travel.
- Creating case ledgers in an automated database.

Qualifications and Requirements:

- High school graduate, or equivalent, required. College degree in accounting or finance preferred.
- Experience in accounting or finance, and knowledge of financial accounting principles required.
- Excellent communication, interpersonal, analytical, computational and organizational skills and abilities.
- Ability to manage multiple tasks and priorities.
- Accuracy and attention to detail required.
- Excellent computer skills, including experience with Excel and Word.
- Excellent customer service skills and team orientation.

How to apply:

- Submit resume and cover letter stating the reasons for your interest in the position as a single PDF document to Human Resources Administrator by email to; jobs@mdd.uscourts.gov

*To ensure consideration, all information must be received at the above email address on or before 5:00 p.m. on September 23, 2014. Incomplete packets will not be considered.

- Due to the volume of applications received, the court will only communicate with those individuals invited for an interview.
- The United States District Court is an Equal Opportunity Employer. All applications will be reviewed to identify the best qualified candidates.
- Applicants must be U.S. citizens or eligible to work in the United States. Successful candidate for this position is subject to a full fingerprint and background records check and mandatory electronic direct deposit of salary payment.
- Positions in the United States Courts are excepted appointments, are not under the Civil Service System, and are “at will” employees.
- The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice. Applications submitted for this position may be considered for similar positions that may occur within 90 days from date position is filled.

** General experience is progressively responsible experience that provides evidence that the applicant has: (1) a good understanding of the methods and administrative machinery for accomplishing the work of an organization; (2) the ability to analyze problems and assess the practical implications of alternate solutions; (3) the ability to communicate with others, orally and in writing; and (4) the capacity to employ the knowledge, skills, and abilities in the resolution of problems.

** Specialized Experience is progressively responsible experience in at least one but preferably two or more of the functional areas of financial management and administration such as budgeting, accounting, auditing, procurement, or financial reporting that provided a knowledge of rules, regulations, and terminology of financial administration.