



## UNITED STATES DISTRICT COURT DISTRICT OF MARYLAND

**POSITION:** Human Resources/Financial Technician

**DUTY STATION:** Baltimore, Maryland with travel  
to divisional offices as necessary

**OPENING DATE:** June 17, 2019

**CLOSING DATE:** Open Until Filled with  
first preference given to applications  
received by July 1, 2019

**SALARY:**

CL 23 (\$37,611 - \$61,122)	Two years of general experience** or college degree
CL 24 (\$41,640 - \$67,711)	Two years of general experience** or college degree plus one year of specialized experience** required
CL 25 (\$45,995 - \$74,782)	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 Human Resource/Financial Technician. The incumbent provides administrative and technical support for human resources programs, personnel transactions, and training activities, performs financial transactions and maintains required financial records, in accordance with policies and approved internal controls. The Human Resources/Financial Technician provides assistance and support to the Human Resources and Finance Administrators.

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

- Assist with recruitment efforts, such as preparing and distributing announcements, coordinating interviews, and conducting reference checks. Assist in administering background and investigation checks, employment tests, and issuing credentials and identification cards.
- Assist with processing a variety of human resources and payroll actions. Maintain automated personnel record system. Gather data for required reports.
- Assist with employee recognition programs and coordination of human resources-related events.
- Assist with training activities within the court unit, such as maintaining training records, assisting with preparing materials and resources, and scheduling resources.
- Assist with compiling and inputting necessary information to the courts accounting system JIFMS.
- Assist with the reconciliation of monies deposited, transferred, or disbursed by the court.
- Assist in creating automated vouchers in the courts accounting system JIFMS.
- Work closely with the State Prisons/Pro Se Unit regarding PLRA cases.
- Input and maintenance of vendors in the civil and criminal accounting module.
- Comply with separation of duties and other internal control policies.
- Perform other related duties, as assigned.

### **Qualifications and Requirements:**

- High school graduate, or equivalent, required plus two years general experience. Education above high school may be substituted on the basis of one academic year being equal to one year of general experience.
- College degree and/or coursework in Accounting or a related field strongly preferred.
- Ability to exercise good judgment, act with diplomacy, and maintain confidentiality.
- Ability to communicate effectively, both orally and in writing, with persons with varying experiences and backgrounds.
- Excellent interpersonal skills. Strong customer service experience and team orientation required.
- Excellent computer, organizational and administrative skills; accuracy and attention to detail essential. Ability to manage multiple tasks, priorities, and deadlines.
- Some lifting of records is required.

**Federal Benefits:**

- 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years; 20 days after three years; and 26 days after fifteen years of federal service
- Paid sick leave in the amount of 13 days per year
- Mandatory participation in the Federal Employees Retirement Program and the Social Security Retirement program
- Optional participation in the Thrift Savings Plan
- Optional participation in the Federal Employees Health, Dental, Vision and Life Insurance programs
- Optional participation in the Long Term Disability Plan, Long Term Care Insurance and Flexible Benefits programs
- Optional participation in the Commuter Benefit program

**How to Apply:**

Submit resume, salary history and a cover letter stating the reasons for your interest in the position, and a completed AO-78 Application for Federal Employment as a single PDF document to: [jobs@mdd.uscourts.gov](mailto:jobs@mdd.uscourts.gov). Include the job title for which you are applying in the subject header of the email. Incomplete or incorrectly submitted application packets may not be considered for the position.

**\*\* To ensure first consideration, complete application packets must be received no later than 5:00 p.m. on July 1, 2019.**

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**General experience** is 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 high school may be substituted for general experience.

**Specialized experience** is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation.

- 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.
- In the event a position becomes vacant in either division and in a similar classification within a reasonable time from the original announcement, the Clerk of Court may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.

**Conditions of Employment:**

- Applicants must be a United States citizen or national or a permanent resident who is seeking citizenship 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.
- This is a sensitive position within the Federal Judiciary. The selected candidate will be hired provisionally, pending the successful completion of the required background investigation and favorable employment suitability determination.
- Selected applicant will be required to complete a one-year probationary period. Failure to successfully complete the probationary period may result in termination of employment. Positions in the United States Courts are excepted appointments, are not under the Civil Service System, and are "at will" employees.
- Employees must adhere to the Code of Conduct of Judicial Employees which is available at: <http://www.uscourts.gov/RulesAndPolicies/CodeOfConduct.aspx>
- 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.