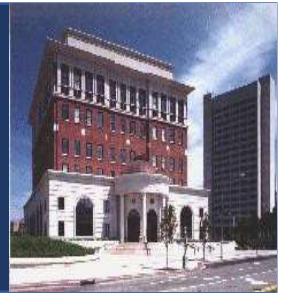




# UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



**Position: Financial Generalist**

(Multiple positions may be filled from this vacancy)

**Vacancy No. 24-10**

**Location:** 500 Pearl Street, New York, NY

**Term:** Permanent

**Class Level:** CL-23 - CL-25

**Salary Range: \$46,066 - \$91,594**

(Starting salary for non-Federal employees: \$46,066 – \$70,448 depending on work experience qualifications)

**Opening Date:** 05/14/2024

**Closing Date:** 06/12/2024

(with preference set for 05/28/2024)

**BENEFITS:**

- Paid Annual & Sick Leave
- 11 Paid Holidays
- Employer subsidized Health Insurance
- Group Life Insurance
- Supplemental Vision/Dental Insurance
- Retirement Benefits Plan (FERS)
- Thrift Savings Plan (TSP)
- Flexible Spending Accounts
- Transit Subsidy Program (pursuant to eligibility requirements)
- Onsite fitness center
- Pre-tax benefit programs
- Employee assistance program (EAP)

**CONDITIONS OF EMPLOYMENT:**

Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. In order to be compensated with appropriated funds for a position within the continental United States, applicants must be:

- (1) U.S. citizen,

**POSITION OVERVIEW:** This position is located in the New York Southern District Court Clerk’s Office and reports to the Finance Management Team. The Financial Generalist performs and coordinates administrative, technical and professional work related to financial, accounting, and budgetary activities of the court. The Financial Generalist ensures conformance with the appropriate guidelines, policies, and internal controls. The Financial Generalist prepares, updates, and analyzes a variety of accounting records, financial statements, and reports. This position is telework eligible as needed. This position may require occasional travel to the 300 Quarropas Street Courthouse for assigned duties.

**DUTIES AND RESPONSIBILITIES:** The Financial Generalist will perform duties assigned in support of the review of pleadings and similar documents, and payments associated with the financial operations of the Clerk’s Office. The incumbent will perform the following duties: inform customers of required fees, receive payments, issue receipts, secure funds in a cash register, balance a cash drawer, process credit card payments for filed documents and payments, collect filing fees, and perform accounting of funds paid into the Court and for funds disbursed by the Court. The incumbent will maintain and analyze accounting records, reconcile variances between account summaries, review vouchers for validity and completeness prior to payment and prepare daily, monthly, quarterly, bi-annual, and annual reports. The incumbent will provide general information to the general public, the Bar, and the Court and enter and retrieve data from an automated financial management database. In addition, the incumbent will review case initiating pleadings and other documents for filing to ensure conformance with the Federal Rules of Civil Procedure and the local rules of the Court open civil cases in the Case Management/Electronic Case Filing System and docket initial case opening events in accordance with established court rules and procedures. The incumbent will perform other duties as assigned.

## CONDITIONS OF EMPLOYMENT (continued):

(2) Lawful permanent resident (i.e., green card holder) who is seeking citizenship as outlined in 8 U.S.C. §1324b(a)(3)(B).

Note: Some noncitizen applicants who are permanent residents may not yet be eligible to apply for citizenship at the time they begin. Such individuals may still lawfully be employed if they provide an affidavit indicating that they intend to apply for citizenship when they become eligible to do so.

Employees of the United States District Court are not included in the government's Civil Service classification and are at-will employees.

All employees, interns and volunteers are required to adhere to the Code of Conduct for Judicial Employees available for public review on the [USCourts.gov website](https://uscourts.gov).

The successful candidate for this position is subject to a background check. This position is subject to mandatory electronic funds transfer for payment of net pay.

\*All internal applicants will receive an email confirming receipt of their application. If confirmation is not received within two days after the vacancy closes, please contact Human Resources.

The Southern District of New York values diversity and is committed to inclusion in the workplace. We encourage applications from all qualified individuals and seek a diverse pool of applicants.

**REQUIRED QUALIFICATIONS:** To be considered for this position you must be a high school graduate, or equivalent. To qualify for CL-23, you must have two years of general experience. To qualify for CL-24, you must have at least one year of specialized experience equivalent to work at the CL-23 level. To qualify for CL-25, you must have at least one year of specialized experience equivalent to work at the CL-24 level. Applicants must be skilled in data entry, word processing and possess the ability to type 50 words per minute. **Internal applicants who are permanent employees must be in their current position for one year to apply.**

**GENERAL EXPERIENCE:** 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. \*College education may be substituted for general experience.

**SPECIALIZED EXPERIENCE:** Progressively responsible clerical or administrative experience that provided knowledge of the rules, regulations, practices and principles of financial administration or accounting; and involved the routine use of automated financial and accounting systems or other computer-based systems and applications such as Microsoft Word and Excel. \*Specialized work experience attained in other governmental and private sector positions may be creditable, but that experience must be evaluated to determine whether the level of experience is equivalent to work at the specified CL. All internal applicants requesting review of work experience outside the federal judiciary as part of the qualification process, please contact Human Resources.

## PREFERRED KNOWLEDGE, SKILLS AND ABILITIES

**FINANCE:** Knowledge of accounting practices, procedures, internal controls, and separation of duties. Knowledge of financial accounts and how to use automated systems to perform day-to-day activities. Must be able to maintain complete and highly accurate records and files. Skill and accuracy in working with numerical calculations. Ability to understand relationships among judiciary accounts and how financial procedures relate to the overall business of the court unit. Knowledge of or the ability to learn judiciary policies, practices, regulations, and terminology related to court administration financial transactions. Ability to troubleshoot errors and their probable causes. Skill in reconciling invoices, vouchers, and records of payment. Excellent organization skills, the ability to respond to requests on short notice, and the ability to manage multiple tasks and stringent deadlines. Must exercise flexibility and initiative. Legal or court accounting experience highly preferred.

**COURT OPERATIONS:** Knowledge of or the ability to learn court operations, functions, and organizational structure. Basic understanding of court documents

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such as orders, appearance bonds and judgments. Ability to use the court automated case management system in order to obtain or research information needed to perform financial duties.

**INFORMATION TECHNOLOGY AND AUTOMATION:** Knowledge and skill in the use of automated equipment including MS Outlook, Word and Excel applications, as well as financial and accounting systems. The applicant is expected to use multiple web-based applications and maintain judiciary privacy and security requirements.

**JUDGMENT AND ETHICS:** Ability to consistently demonstrate sound ethics and judgment, maintain court confidentiality and security requirements, and comply with the Code of Conduct for Judicial Employees.

**WRITTEN AND ORAL COMMUNICATION:** Must have excellent interpersonal skills and be able to effectively communicate (orally and in writing) to individuals and groups to provide financial information and reports in understandable format. Ability to interact professionally with a wide variety of stakeholders, providing exceptional customer service and resolving difficulties while complying with regulations, rules, and procedures. Ability to provide and exchange accurate and timely information with individuals within and outside the court.

**APPLICATION PROCEDURE:** To be considered for this position, please submit your resume detailing your education and work experience, a cover letter and an AO78 Application for Federal Employment. The Application for Federal Employment (AO78) can be downloaded from <https://www.uscourts.gov/sites/default/files/ao078.pdf> . The cover letter must indicate the position for which you are applying, including the vacancy number, and identify how your education and/or experience relate to the duties and responsibilities of the position. Only applications submitted via email will be accepted. It is preferred for the applications to be submitted in a single PDF document, and for candidates to include the vacancy number and position title in the subject field of the email containing the application. Applications submitted as zip files, cloud files and/or links will not be accepted. Applications that do not conform to the above procedures will not be considered. Only candidates selected for the testing process will be contacted. Please submit your application to:

**Personnel@nysd.uscourts.gov**



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**EQUAL OPPORTUNITY EMPLOYER**

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