



## District Court of the Virgin Islands Vacancy Announcement Career Opportunity Number: 2016-003

**Position:** Financial Technician  
**Location:** St. Thomas Division, U.S. Virgin Islands  
**Salary:** CL 24 (\$35,470 – \$57,631) (based on experience; plus Cost-of-Living Allowance, currently at 13.70%)  
**Open:** July 8, 2016  
**Close:** Open until filled, with first preference given to applicants who apply by July 18, 2016.

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A great opportunity is available in the Clerk's Office of the District Court of the Virgin Islands, District and Bankruptcy Court. Applications are being accepted for a full-time Financial Technician to serve in the Division of St. Thomas/St. John. The position is open to all qualified U.S. citizens. The type of appointment is of permanent status.

### **Position Overview:**

This position is located in the St. Thomas/St. John Division of the Clerk's Office, District Court of the Virgin Islands, District and Bankruptcy Court and reports to the Financial Supervisor and/or Clerk of Court. The Financial Technician performs financial transactions and maintains required records in accordance with court policies and approved internal controls. The incumbent will be responsible for the following duties:

### **Representative Duties:**

- Maintain control over unit cash registers, including collecting and balancing cash drawers daily. Conduct quality reviews and provide training to cashiers regarding practices and procedures for financial transactions. 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.
- 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; and, enter data into automated 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 [\*Code of Conduct for Judicial Employees\*](#) as they relate to proper disbursement.

**To qualify at level CL 24:**

One year of specialized experience equivalent to work at CL-23, high school graduation or equivalent and two years general experience are required.

**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.

**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.

**Experience Substitutions:**

Excess specialized experience may be substituted for required general experience.

**Educational Substitutions:**

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 one year of general experience. Education may not be substituted for specialized experience because court support positions require hands-on experience to be credited as specialized experience.

### **Court Preferred Skills/Experience:**

A Bachelor's Degree from an accredited institution in Accounting, Finance, Financial Management, or other field closely related field is preferred. Prior judiciary experience is also preferred.

### **Qualifications Required:**

#### **Finance**

Knowledge of judiciary policies, practices, regulations, and terminology related to court administration financial transactions (such as trustee payments, payment of Criminal Justice Act panel attorneys, travel expense reimbursement, victim restitution, criminal debt management, payment for procured goods and services). Knowledge of basic accounting principles, internal controls, and separation of duties. Knowledge of financial systems and how to use automated systems to perform day-to-day activities. Knowledge of the accounts, procedures, and applicable financial automated systems of the judiciary. Skill and accuracy in working with numerical calculations. Skill in bookkeeping principles and practices. Ability to understand relationships among accounts and how financial procedures relate to the overall business of the court unit. Ability to recognize errors and their probable causes. Ability to follow detailed instructions and multitask. Ability to meet established deadlines and commitments.

#### **Court Operations**

Knowledge and understanding of court and Administrative Office documents such as orders, appearance bonds, judgments, and commitment orders. Knowledge of the use of court automated docketing database in order to obtain or research information needed to perform financial duties.

#### **Judgment and Ethics**

Knowledge of, and compliance with, the [\*Code of Conduct for Judicial Employees\*](#) and court confidentiality requirements. Ability to consistently demonstrate sound judgment and high ethical standards.

#### **Written and Oral Communication/Interaction**

Ability to communicate effectively (orally and in writing) with individuals and groups to provide financial information. Ability to interact effectively with others, providing customer service and resolving difficulties while complying with regulations, rules, and procedures. Ability to prepare financial reports in order to provide and exchange accurate and timely information with individuals within and outside the court.

## **Information Technology and Automation**

Skill in the use of automated equipment including word processing, cash register, spreadsheet, and database applications, as well as financial and accounting systems. The position requires proficiency in a wide-range of computer applications, i.e. Microsoft Word, Microsoft Excel and other computer skills.

## **Work Environment and Physical Demands**

Work is performed in an office setting and may occur at off-site meeting locations or temporary duty stations.

## **Benefits:**

A generous benefits package is available to full-time permanent employees which may include:

- A minimum of 10 paid holidays
- 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
- Paid sick leave in the amount of 13 days per year
- Optional participation in choice of Federal Employees Health Benefits
- Optional participation in Federal Employees Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in Long-Term Care Insurance
- Retirement benefits in the Federal Employees Retirement System (FERS)
- Thrift Savings Plan
- Eligible for private long term disability plan options

## **Conditions of Employment:**

Applicants must be U.S. citizens or eligible to work in the United States. The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice.

This position is subject to mandatory electronic funds transfer (direct deposit) for salary payment. Appointment is provisional and contingent upon successful completion of a reference, background check and/or investigation, which includes a Federal Bureau of Investigation (FBI) fingerprint check. Judiciary employees serve under excepted appointments and are considered “at will” and can be terminated with or without cause by the Court. Employees are required to adhere to the [\*Code of Conduct for Judicial Employees\*](#) and court confidentiality requirements. Appointee may be removed from this position for failure to perform at a satisfactory level following reasonable on-the-job training.

**Application Procedure:**

Qualified applicants should submit a resume, detailed cover letter and an [Application for Judicial Branch Employment \(AO 78\)](#) to the address listed below. Please indicate full-time or part-time experience and exact dates of employment. If applying via email please include all required documents in pdf format, preferably in one document.

Attention: Financial Technician Vacancy  
**Clerk of Court**  
**District Court of the Virgin Islands**  
5500 Veteran's Drive, Room 310  
St. Thomas, U.S. Virgin Islands 00802-6424

or via email to [viclerk@vid.uscourts.gov](mailto:viclerk@vid.uscourts.gov)

Submissions that do not include all the requested documents will not be considered. Applicants are responsible for their own interview travel expenses.

Due to the high volume of applications expected, the Court will only contact applicants selected for interviews. Applicants not selected for an interview can visit our website at [www.vid.uscourts.gov](http://www.vid.uscourts.gov) for the closed announcement notice.

**THE DISTRICT COURT OF THE VIRGIN ISLANDS**  
**IS AN EQUAL OPPORTUNITY EMPLOYER**