



## District Court of the Virgin Islands Vacancy Announcement

**Position:** Financial Technician  
**Location:** St. Thomas Division, U.S. Virgin Islands  
**Salary:** CL 24 (\$34,703 – \$56,417) (based on experience; plus Cost-of-Living Allowance, currently at 13.84%)  
**Open:** March 24, 2014  
**Close:** Open until filled  
**All previous applicants are encouraged to reapply.**

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### **Position Overview:**

This position is located in the St. Thomas - St. John Division of the Clerk's Office, District Court of the Virgin Islands, and reports to the Financial Supervisor and/or Clerk of Court. The incumbent will be responsible for the following duties:

### **Representative Duties:**

- Maintain control over unit cash registers, including distributing funds to case initiation clerks, as well as collecting and balancing cash drawers daily. Conduct quality reviews and provide training to case initiation clerks 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 *Guide to Judicial Policies and Procedures* as they relate to proper disbursement.

**To qualify at level CL 24:**

**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:**

One year of specialized experience, including at least one year equivalent to work at the CL-23.

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:**

The position requires proficiency in a wide-range of computer applications, i.e. Microsoft Word, Microsoft Excel and other computer skills.

Prior judiciary experience is preferred.

## **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:**

The successful applicant is subject to a reference, background check and/or investigation, which includes a Federal Bureau of Investigation (FBI) fingerprint check. Employee retention depends upon a favorable suitability determination. Employees of the District Court serve under "Excepted Appointments" and are "at will" employees, serving at the pleasure of the court. Appointee may be removed from this position for failure to perform at a satisfactory level following reasonable on-the-job training. Applicants are responsible for their own interview travel expenses. This position is subject to mandatory electronic funds transfer participation.

## **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.

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)

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