



Wendy R. Oliver
Clerk of Court

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**Open until filled.
Preference given to
applications received by
May 3, 2024**

*The U.S. District Court for
the Western District of
Tennessee is an Equal
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CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT Western District of Tennessee

Vacancy # 24-02

Position: Financial Technician
Classification: CL 24
Salary: \$43,414 - \$70,610 (based on qualification and experience)
Duty Station: Memphis, Tennessee. Remote duty station will be considered for candidates with financial experience within the Federal Judiciary.

Position Overview:

Financial Technicians perform financial transactions and maintain required records, consistent with court policies and approved internal controls.

Representative Duties:

- Process and pay bills and invoices incurred in the court units. Perform reconciliation of funds deposited, transferred, and disbursed by the court unit. Calculate and prepare account statements, and other statements according to established procedures.
- Maintain accounting records by entering transactions, performing trial balances, and reconciling the accounts through the automated systems.
- Process victim restitution payments, including processing incoming checks; compiling necessary information; creating payments; maintaining ledger of restitution payments; processing returned checks; 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 received; and enter data into automated accounting systems.
- Receive, review and process travel vouchers and travel advance requests. Review figures, postings, and documents for correct entry, mathematical accuracy, and proper codes. Communicate with staff in the 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, and track information using various software applications (e.g., Microsoft Word, Excel).
- Answer telephone within the financial office. Provide customer service, and/or direct callers to the appropriate individual within the office or the court.
- Comply with guidelines, procedures and policies established by the Administrative Office and the court unit. Give advice and explain requirements of the Guide to Judiciary Policy as they relate to proper disbursement. Direct complex questions or matters to experienced staff or supervisor.



WDTN MISSION

The mission of the Clerk's Office of the United States District Court for the Western District of Tennessee is to serve the public and support the court with a commitment to excellence.

Conditions of Employment:

- All applicants must be a U.S. citizen or must be a lawful permanent resident (i.e. green card holder) seeking U.S. citizenship, or must complete an affidavit indicating their intent to apply for citizenship when they become eligible to do so.
- Completion of FBI Fingerprint background check with periodic investigation, if applicable.
- Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. Retention depends upon a favorable suitability determination.
- Employees are subject to mandatory electronic funds transfer.
- Employees are considered "at will".
- Employees are required to adhere to the [Code of Conduct](#) for Judicial Employees.

The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.

Qualifications:

- High school diploma or equivalent
- Requires two years of office, or other administrative work experience. Proficiency in Microsoft Office Suite: Excel, Word, Outlook etc.
- Must have one year of 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 and or databases.
- Excellent interpersonal skills and the ability to work with the public.
- Effectively communicate both orally and in writing
- College Degree preferred.

Application Procedure:

Applicants are required to submit:

- Cover letter (Include vacancy announcement # 24-02)
- Resume
- Completed Federal Judicial Branch Application for Employment AO78
- Subject line of email must contain: Financial Technician Vacancy # 23-06.

Application materials that do not adhere to this procedure may not be considered. Application materials submitted in addition to the required documents may not be considered or retained. Separate applications must be made to each vacancy announcement. Only candidates selected for interview will be contacted. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

Benefits: Regular, full-time employment in the federal judiciary offers benefits that include paid vacation depending upon years of employment, participation in the federal retirement system and social security systems. Life, health, long term care, long-term disability insurance programs, flexible spending accounts, participation in the Thrift Savings Plan (401K) Plan, plus eleven paid holidays per calendar year.

Temporary and part-time employees may be eligible for certain benefits depending upon the length of the appointment.

Detailed information regarding benefits for federal employees may be found [here](#).