

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK**



DATE: April 07, 2021
POSITION: Financial Generalist
LOCATION: 500 Pearl Street, New York, New York
TERM: Permanent (Multiple positions may be filled from this vacancy)
CLASS LEVEL: CL 23 – CL 25
SALARY: \$40,379 - \$80,263 (Depending on qualifications and experience)
CLOSING DATE: April 21, 2021
(Priority given to resumes received by April 14, 2021)
VACANCY NO: 21-14

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. Duties include: informing customers of required fees; receiving payments; issuing receipts; securing funds in a cash register; balance cash drawer; process credit card payments for filed documents and payments; collect filing fees; perform accounting of funds paid into the Court and for funds disbursed by the Court; maintain and analyze accounting records; reconcile variances between account summaries; review vouchers for validity and completeness prior to payment; prepare daily, monthly, quarterly, bi-annual, and annual reports; provide basic information to the public, the bar, and the Court; enter and retrieve data from an automated financial management database. The incumbent will review, and accept case initiating pleadings and other documents for filing that conform to 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 conformance to established court rules and procedures. The incumbent will also perform other duties as assigned. This position is telework eligible, as needed.

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. Knowledge of accounting and legal terminology is highly desirable. **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.

PREFERRED EXPERIENCE: The ability to communicate effectively both orally and in writing is critical. Must have excellent interpersonal skills and be able to effectively communicate with staff; must be able to maintain complete and highly accurate records and files. Excellent organization skills, the ability to respond to requests on short notice, and the ability to manage multiple tasks and stringent deadlines are essential. Must exercise good judgment, flexibility, and initiative. Legal or court accounting experience highly preferred. Must be proficient in Word, Excel and other computer systems. Experience using accounting or financial systems is a plus.

SPECIALIZED EXPERIENCE: Specialized experience includes progressively responsible experience that is in, or closely related to, the work of the position that has provided the particular knowledge, skills, and abilities to successfully perform the duties of the position. For example, progressively responsible experience in at least one but preferably two or more of the function areas of financial management and administration such as budgeting, accounting, auditing, or financial reporting that provided a knowledge of rules, regulations, and terminology of financial administration.

EDUCATIONAL SUBSTITUTION: College education may be substituted for general experience.

BENEFITS: The Federal Judiciary offers a comprehensive benefits package (includes paid vacation, sick leave and holidays; participation in federal health benefits, life insurance and retirement programs; supplemental dental and vision insurance, long term care plan options, flexible spending accounts and a transit subsidy program once eligibility requirements are met.

APPLICATION PROCEDURE: To be considered for this position, please submit your resume detailing your education and work experience along with a cover letter. 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 e-mail 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 e-mail 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.

Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. Employees of the United States District Court are not included in the government's Civil Service classification and are at-will employees. All employees are required to adhere to the Code of Conduct for judicial employees. 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.

EQUAL OPPORTUNITY EMPLOYER