

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF TEXAS**

**Position: Financial and Procurement
Technician**

Announcement Number: 2023-5

Location: Tyler, Texas

Grade Range: CL 24 - 25

Salary Range: \$41,368 - \$74,271
depending upon qualifications



U.S. District Clerk's Office
Human Resources

211 W. Ferguson Street
Tyler, TX 75702

Opening Date: February 15, 2023

Closing Date: Open until filled

NOTICE OF VACANCY

The United States District Clerk's Office for the Eastern District of Texas is a public service organization focused on providing exceptional customer service to the court, members of the legal community and the general public. Currently, we are seeking a highly motivated and experienced individual to serve as a **Financial and Procurement Technician**. There are seven Clerk's Offices within the Eastern District of Texas: Beaumont, Lufkin, Marshall, Plano, Sherman, Texarkana, and Tyler.

POSITION OVERVIEW AND DUTIES:

The Financial and Procurement Technician position is located in the Tyler Clerk's Office and reports to the Administrative Services Manager. The incumbent provides administrative and technical support to supply the court with materials, equipment, and services; performs financial transactions; and maintains required financial records. Representative duties include:

- Process and pay bills and invoices incurred by the court. Perform reconciliation of monies deposited, transferred, and disbursed by the court. Calculate, prepare, and issue bills, invoices, account statements, and other financial statements according to established procedures.
- Receive, review, and process travel vouchers. Check figures, postings, and documents for correct entry, accuracy, and proper codes. Respond to questions, concerns, or insufficiencies with voucher submissions and payment status.
- Assist with preparing financial reports and forms. Use accounting software and systems to record, store, compile, and track information.
- Perform basic accounts payable and receivable duties. Maintain accounting records by entering transactions, performing trial balances, and reconciling the accounts through automated systems. Debit, credit, and total accounts on spreadsheets, databases, and financial software used by the court. Assist in maintaining, reconciling, and reviewing account records including cash receipts journal, registry fund, and deposit funds, as well as subsidiary ledgers for allotments and other fiscal reports.
- Procure equipment, services, furnishings, and supplies from government and non-government contracts. Plan and coordinate delivery of purchases to requesting offices.
- Receive deliveries and verify against packing slips, invoices, and purchase orders. Enter and update information on purchase orders and inventory into automated databases.

- Prepare purchase orders from approved requests, ensuring proposed purchase will satisfy the requestor's need. Review invoices from suppliers and prepare payment vouchers for approval, including supporting documentation.
- Assist in conducting physical inventory of accountable property.
- Assist in developing documentation for department use.
- Assist with internal controls compliance, annual self-assessments, and cyclical audits, including auditor document requests and submissions.
- Same day travel to divisional offices may be required.
- Increasing levels of responsibility and duties will be assigned based upon demonstrated abilities and positive performance evaluations.

MANDATORY QUALIFICATIONS:

- A minimum of two years of general experience with at least two years of specialized experience in accounting, procurement, bookkeeping, audit compliance, or a related field. A bachelor's degree from an accredited college or university is required. Majors in accounting, economics, finance, or business administration preferred but not required. Significant experience may be substituted for a bachelor's degree. High school diploma or equivalent required.
- Knowledge of the methods of generally accepted accounting principles.
- Skill in using technology, including proficiency in Office 365 and Windows 10.
- Detail oriented and excellent oral and written communication skills.
- Solid time management and critical thinking skills.
- Professional and positive demeanor appropriate for a court environment.
- Ability to maintain confidentiality, handle sensitive information, and exercise discretion at all times.
- Excellent customer service.
- Exhibit the qualities of good judgment, temperament, integrity, trustworthiness and strong character required of an officer of the judiciary.

BENEFITS AND HIRING POLICIES:

The U.S. District Court falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under "Excepted Appointment" and are considered "at-will" employees. As such, employment may be terminated by either the employer or the employee with or without cause. This position is eligible for paid holidays.

CONDITIONS OF EMPLOYMENT:

Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. The selected candidate will be subject to a background check as a condition of employment and will be hired provisionally pending successful completion of the background check. Unsatisfactory results may result in termination of employment. Court employees are required to adhere to the *Code of Conduct for Federal Judicial Employees*. This position is subject to mandatory electronic funds transfer for payroll direct deposit.

HOW TO APPLY:

Qualified applicants should send a cover letter (including a narrative statement of your background), a Judicial Branch Federal Employment (AO 78) application and a resume. The cover letter should be addressed to:

Diana Velez, Human Resources Manager
William M. Steger Federal Building and United States Courthouse
211 West Ferguson Street, Room 106
Tyler, Texas 75702

An application form can be obtained on our web page at: www.txed.uscourts.gov. All documents should be submitted as a **single pdf** with the reference number (2023-5 Financial and Procurement Technician) in the subject line via e-mail to: hr@txed.uscourts.gov.

Incomplete applications will not be considered. Applications will be screened for qualifications and only the most qualified applicants will be contacted and selected for a personal interview. Skill and knowledge testing may be administered to candidates who progress beyond the initial interview process. Expenses associated with interviews or relocation will not be reimbursed.

The United States District Court Is an Equal Opportunity Employer.