



***Vacancy Announcement
Financial Specialist I
U.S. District Court, District of Oregon
Portland, Oregon
Vacancy Number ORD-25-01
Opening Date: January 7, 2025
Closing Date: January 30, 2025***

THE POSITION

The Clerk's Office of the United States District Court for the District of Oregon is now accepting applications for the position of Financial Specialist in the Portland Division. As a member of the finance team, the Financial Specialist performs and coordinates administrative and technical work related to financial, accounting, and budgetary activities of the Court. The incumbent ensures compliance with the appropriate guidelines, policies, and internal controls.

Representative Duties: Responsibilities of this position may include but are not limited to the following:

- Maintains, reconciles, and analyzes accounting records, consisting of a cash receipts journal, registry fund, and deposit fund, as well as subsidiary ledgers for allotments and other fiscal records.
- Reviews and/or performs accounts payable and accounts receivable duties; responsibility for the accuracy and accountability of monies received and disbursed by the Court.
- Prepares, updates, examines, and analyzes a variety of regular and non-standard reports as requested by the Administrative Office, U.S. Treasury, financial institutions, or other organizations/agencies.
- Designs, develops, and maintains spreadsheet formats and programs for analyzing financial information for the Court.
- Ensures that appropriate internal controls for disbursement, transfer, recording, and reporting of monies are followed.
- Reviews vouchers for payments related to expenses incurred by the Court for appropriateness of payment.
- Accepts responsibility for files and documents related to the monetary aspects of case management.
- Collaborates with information technology staff to develop or customize programs or systems to assist with finance and accounting transactions and record-keeping.
- Oversees financial operations to ensure compliance with internal controls, policies, and procedures.
- Assists with monitoring of daily fund balances, reprogramming, and transferring funds as necessary and appropriate.
- Uses automated financial management system(s) and computer-generated products to accomplish assignments.
- Assists and trains other court employees in the use of these systems and tools.
- Other duties as assigned.

SALARY RANGE

This position is classified at CL 26 (\$58,011 - \$94,261) depending upon the qualifications and experience of the successful candidate.

Pay is only part of the total compensation package you will receive while working for the federal Judiciary. We offer employees a diverse group of benefit programs and family friendly flexibilities to meet the needs of you and your family. Please check out our comprehensive [Employee Benefits](#) that includes extensive health insurance plans to choose from, a defined contribution retirement savings plan with up to 5% matching, Federal Employees Retirement System (FERS) pension, generous paid time off, and much more.

QUALIFICATIONS

Minimum Qualifications: Candidates must have a high school diploma or equivalent and one year of specialized experience.

Specialized experience: Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

Desired Qualifications: In addition to the minimum qualifications, preference will be given to applicants with any of the following qualifications:

- Completion of a bachelor's degree from an accredited four-year college or university with a degree related to accounting, finance, or other fields closely related to the subject matter of the position.
- Two or more years of specialized experience.

Candidates must also demonstrate:

- A consistent past employment record;
- Experience in dealing with routine and complex assignments;
- Excellent typing and proofreading skills;
- A demonstrated ability to think through, analyze, and interpret written communications;
- Ability to prioritize tasks and work assignments;
- Superior oral and written communication skills;
- Strong interpersonal skills; and
- A professional demeanor and appearance appropriate for a law or professional office environment.

HOW TO APPLY

To apply, submit the following:

1. [Federal Judicial Branch Application for Employment \(AO 78\)](#); This position requires a 5-year background investigation with 5-year periodic updates. Applicants must complete the Background Information questions 18, 19, and 20 on page 5 of the application;
2. Letter of interest;
3. Chronological resume; and
4. A list of 3 professional references.

Send electronically to hr2@ord.uscourts.gov in pdf form. Electronic submissions should be combined into one pdf document. These items should arrive at the Court no later than **4:30 p.m. on Friday, January 30, 2025**. Application forms are available on the Court's website at www.ord.uscourts.gov in fillable format. Please type or print all information and sign and date forms where indicated. **Incomplete packets and those submitted after the deadline date will not be considered.** Verification of employment, education, and reference checks will be made prior to any offer of employment.

The Court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Division of the Clerk's Office at 503-326-8165. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

ABOUT U.S. DISTRICT COURT FOR THE DISTRICT OF OREGON

EMPLOYEE BENEFITS

CONDITIONS OF EMPLOYMENT

- Applicants must be United States citizens or lawful permanent residents currently seeking citizenship or intending to become a citizen after meeting the eligibility requirement as outlined in 8 U.S.C § 1324b(a)(3)(B).
- False statements or omissions of information on any application materials or the inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- All information is subject to verification and background investigation.
- An FBI background check is required for all individuals appointed to positions in the U.S. Courts. New employees are considered "provisional hires" pending the successful completion of the FBI background check.
- Employees of the United States Courts serve under "Excepted Appointments" and are considered "at will" employees. As such, employment can be terminated at any time. Furthermore, Federal Civil Service classifications do not apply.
- Duty station assignments are at the sole discretion of the appointing officer.
- Employees are subject to mandatory participation in electronic funds transfer (EFT) for payment of net pay (*i.e.*, Direct Deposit). (Limited exceptions are available upon request.)
- The Court reserves the right to modify the conditions of posted job announcements or to withdraw an announcement entirely, either of which may occur without prior written or other notice.
- In the event a position becomes vacant in a similar classification within a reasonable time from the original announcement, the appointing officer may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.

The United States District Court for the District of Oregon is an Equity Focused Employer.

We value diversity and are committed to equity and inclusion in our workplace. The District of Oregon encourages applications from all qualified individuals and seeks a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, socio-economic circumstance, and any other status or characteristic protected under applicable federal law.