

**UNITED STATES PROBATION OFFICE
MIDDLE DISTRICT OF NORTH CAROLINA
VACANCY ANNOUNCEMENT/POSITION OVERVIEW
Vacancy Number FY1612G2**

CAREER OPPORTUNITY

POSITION: Financial Specialist (Permanent Full-Time) *

POSITIONS AVAILABLE: One – OPEN UNTIL FILLED. The first cutoff date will be December 29, 2015. Applications received by the first cutoff date will receive initial consideration. Applications received after December 29, 2015 will then be considered until the position is filled.

AREA OF CONSIDERATION: Nationwide

OPENING DATE: 12-14-2015

SALARY RANGE: \$42,644 to \$76,152

CLOSING DATE: 12-29-2015 (1st Cut off)
OPEN UNTIL FILLED

GRADE RANGE: CL 26 to CL27

LOCATION: Greensboro, North Carolina **

WEEKLY SCHEDULE: 8 Hrs. Per Day M-F

* Starting salary commensurate with qualifications. Position(s) subject to availability of funding.

** Divisional offices are located in Greensboro, Winston-Salem, Durham, Salisbury, and Rockingham.

** Duty station assignment is at the discretion of the Chief U. S. Probation Officer **

SUMMARY OF DUTIES AND RESPONSIBILITIES:

Financial Specialists perform and coordinate administrative, technical and professional work related to financial, accounting, and budgetary activities of the court, including ensuring compliance with the appropriate guidelines, policies, and internal controls. Financial Specialists I prepare, update, and analyze a variety of accounting records, financial statements, and reports; oversee and assist with accounts payable and accounts receivable activities; and assist with budget preparation. Financial Specialists II complete the duties related to the Financial Specialist I position but additionally conduct internal reviews, develop recommendations regarding procedures for improvements, and assist with policy development regarding financial matters. Travel to divisional offices and light to moderate lifting may be required.

For your convenience, a detailed position description is available on our website @ <http://www.ncmp.uscourts.gov/current-employment-opportunities>

MINIMUM QUALIFICATIONS:

Financial Specialist I (CPSQ2: Administrative Court Support Group)

Administrative court support positions require experience specific to the administrative functions performed. Experience in a court or other legal field is desirable, but ability to perform at the full-performance level may be acquired through administrative experience in other settings.

To qualify for a position of Financial Specialist at CL 26, a person must be a high school graduate (or equivalent) and must have at least one year of specialized experience equivalent to work at CL25. Graduation from an accredited college or university is preferred. **Applicants must be a United States Citizen, U. S. National, or a lawful permanent resident “seeking citizenship.”**

MINIMUM EXPERIENCE:

One year of specialized experience equivalent to work at Classification Level 25.

Specialized Experience

Progressively responsible clerical or administrative experience that is in, or closely related to, the work of the position and which has demonstrated the particular knowledge, skills, and abilities to successfully perform the duties of the position and involves the routine use of automated software and keyboarding for word processing, data entry and report generation.

Educational Substitutions

Education may not be substituted for specialized experience because administrative court support positions require hands-on experience to be credited as specialized experience.

Financial Specialist II (CPSQ3: Professional Administrative Occupational Group)

Professional administrative work involves analyzing and evaluating varied information from multiple sources, forming conclusions, and taking or recommending courses of action. It requires the application of theoretical and practical knowledge of a particular administrative or technical field acquired through education and/or experience.

To qualify for a position of Financial Specialist at CL 27, a person must be a high school graduate (or equivalent) and must have two years of specialized experience, including at least one year equivalent to work at the Classification Level 25. Graduation from an accredited college or university is preferred. **Applicants must be a United States Citizen, U. S. National, or a lawful permanent resident “seeking citizenship.”**

The chart below shows the minimum amounts of experience and/or education required for the Financial Specialist position at Classification Level 27.

Level	Minimum Experience and/or Education Requirements
CL-27	<p>Two years of specialized experience, including at least one year equivalent to work at the CL-25;</p> <p>or</p> <p>Completion of the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements:</p> <ul style="list-style-type: none"> • An overall "B" grade point average equaling 2.90 or better of a possible 4.0; • Standing in the upper third of the class; • "3.5" average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology; • Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies; or • Completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in business or public administration, political science, criminal justice, law or, other field closely related to the subject matter of the position.

Specialized Experience

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:

Financial Specialist: progressively responsible experience in at least one but preferably two or more of the functional 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.

PREFERRED QUALIFICATIONS:

Graduation from an accredited college or university is preferred. The successful candidate should: have a positive attitude; be flexible; deliver excellent customer service; be conscientious regarding detail and accuracy; be a leader and motivator; be mature and highly organized; possess tact, high integrity, good judgment, and initiative; and maintain a professional appearance and demeanor at all times. Additional preferred skills include the ability to meet with the public; work harmoniously with others; communicate effectively--both orally and in writing; work with minimum direct supervision; and possess the ability to balance the demands of varying workload responsibilities and deadlines.

BENEFITS:

- ◆ Accrued annual leave and sick leave. Paid holidays each year (where applicable).
- ◆ Periodic salary increases based on acceptable performance of duties.
- ◆ Employee cost index and locality pay increases, subject to approval by Congress and the Executive Committee of the Judicial Conference.
- ◆ Participation in the Federal Employees Group Health Insurance program offers numerous plans. (Government contributes large share of premium and employee's share may be deducted "pre-tax" from gross salary.)
- ◆ Federal Employees Group Life Insurance program offers variety of options. Long Term Care and Disability Insurance policies are also available.
- ◆ Flexible Spending Account available to pay out-of-pocket medical, dependent care, and parking expenses from "pre-tax" salary.
- ◆ Participation in the Federal Employees Retirement System (FERS) which includes Social Security and an optional tax deferred savings/investment plan.
- ◆ Numerous training opportunities.

Employment Contact Information:

Questions not addressed through the vacancy announcement, position descriptions, and website instructions should be directed to Wesley Sharpe, Personnel Specialist through the Employment Line at (336) 358-4238.

APPLICATION PROCEDURE

Visit our website at <http://www.ncmp.uscourts.gov/current-employment-opportunities> for an application package which includes the current Financial Specialist vacancy announcement, position descriptions, and "fillable" AO-78, Federal Judicial Branch Application for Employment form.

To be considered for this position, all qualified applicants must submit the following:

- a cover letter (not to exceed two typed pages) summarizing your educational background, qualifications, skills, and abilities relevant to this position
- a completed AO-78, Federal Judicial Branch Application for Employment form (including information as directed on the website application instructions)
- (at least) three professional references with contact information; and
- copies of college transcripts (if applicable)

Application packets, as described above, must be submitted to the Greensboro, North Carolina office postmarked no later than December 29, 2015 to qualify for the initial cutoff date. Application packets received after the initial cutoff date will then be considered for interview until the position is filled.

Handwritten, incomplete, and unsigned applications will not be considered, returned, or retained.

Application Mailing Address:

United States Probation Office
ATTN: Wesley Sharpe, Personnel Specialist
101 South Edgeworth Street, Suite R312
Greensboro, NC 27401

The most qualified applicants selected for interview will be contacted by telephone. For applicants not selected to interview, closing information will be posted on our external website at <http://www.ncmp.uscourts.gov/current-employment-opportunities> in lieu of closing letters.

Applicants must possess a valid driver's license.

By statute, employees must be U.S. citizens, U.S. nationals, or a lawful permanent resident "seeking citizenship."

This is a "High-Sensitive" position. As a condition of employment, the selected candidate must successfully complete a ten-year background investigation, and subsequent favorable suitability determination, and every five years thereafter will be subject to a re-investigation.

The U. S. Probation Office, Middle District of North Carolina, is not authorized to reimburse candidates for travel in connection with testing, interviews, or to pay relocation expenses to the successful candidate.

Special Note: This "at will" position shall be considered "FILLED" if it is determined that no other applications are deemed necessary by the United States Probation Office. This vacancy may be amended or withdrawn at the discretion of the Chief U. S. Probation Officer.

This position is subject to mandatory Electronic Funds Transfer (EFT) participation for payroll deposit.

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