



**Sandra Day O'Connor**  
**U.S. Courthouse**  
**401 West Washington Street**  
**Phoenix, AZ 85003-2119**

### **Benefits**

Federal benefits include:

- Paid Annual Leave
- Paid Sick Leave
- 11 Paid Holidays
- Retirement Benefits to include:
  - Defined contribution program (4.4% of gross pay)
  - Thrift Savings Plan (TSP), a 401(k)-styled program with a government match of up to 5%

Optional benefits include:

- Health Insurance
- Life Insurance
- Disability Insurance
- Long-term Care Insurance.
- Flexible Spending Accounts - *contributions paid on pre-tax basis*

In addition, we offer flexible work schedules and an in-house fitness facility.



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# **U.S. District Court – District of Arizona**

## **Career Opportunity # 23-12**

### **Budget Administrator**

Position Type:	Full Time Regular
Salary Range:	\$57,610 - \$93,678 (Depending on qualifications and experience)
Job Grade:	CL 27
Open Date:	1/05/2023
Closing Date:	Open until filled, preference given to applications received by January 27, 2023
Location:	Phoenix, Arizona

### **POSITION OVERVIEW**

This position is in the consolidated Facilities & Budget Division of the U.S. District Court, U.S. Pretrial Services, and U.S. Probation Office for the District of Arizona and reports to the Facilities & Budget Division Manager.

The incumbent performs administrative, technical, and professional work related to budget administration and assists with other department activities in a customer service and team focused environment.

### **REPRESENTATIVE DUTIES**

- Coordinate with management to develop and execute the annual budget and spending plan.
- Oversee allotments and associated spending; recommend adjustments as needed.
- Prepare, update, and analyze accounting records, budget reports, and projections using a variety of software.
- Ensure that budget activity is consistent with applicable regulations, policies, and internal control procedures.
- Provide guidance regarding the appropriate use of government funds.
- Monitor unliquidated obligations and ensure they are deobligated as appropriate.
- Prepare and submit budget reports and requests to the Administrative Office.
- Review and approve final payments for goods and services received.
- Maintain budget records.
- Assist with developing local budget policies and procedures.
- Provide budget information for internal, cyclical, and ad hoc audits.
- Assist with department activities such as receiving deliveries, responding to building issues, escorting vendors, moving furniture and equipment, event setups, and driving government vehicles as needed.
- Perform other duties as assigned.

### **QUALIFICATIONS**

The applicant must be a high school graduate, or equivalent, and have three years of general experience and two years of specialized experience equivalent to work at the CL 26 level.

General experience is progressively responsible work that indicates the possession of, or the ability to acquire, the knowledge and skills needed to perform the duties of the position.

Specialized experience is progressively responsible administrative, technical, and professional experience that is closely related to budget formulation, presentation, and execution.



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### **How to Apply**

Applicants must submit the following:

- Cover letter that supports your work experience as it relates to the position.
- Resume that includes complete work and salary history, and education.
- Your two most recent performance evaluations (strongly preferred). Letters of recommendation may be substituted if no evaluation is available.

Go to our web site:

<https://www.governmentjobs.com/careers/azduscourts> to submit an online application, including the items listed above.

Attachments should be submitted only as Microsoft Word or Adobe Acrobat (PDF) documents. Other formats are **not** acceptable.

Applications will be considered complete when the online application and all required attachments (in proper format) are received by the Human Resources Division. Applications and/or attachments received after the closing date may not be considered.



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Must have strong customer service skills; the ability to work cooperatively with others at all levels inside and outside of the organization; the ability to handle multiple priorities in a fast-paced environment; the ability to communicate financial information accurately and effectively, verbally and in writing; skill in recognizing trends or potential issues and taking effective action; well-developed organizational and time management skills; proficiency in using personal computers and software; and a valid driver license with acceptable driving record.

Must be flexible and adapt to unanticipated needs and problems; work independently along with participating in team and cross-team environments; and present a professional appearance.

### **PREFERRED QUALIFICATIONS**

- Undergraduate and/or graduate degree in business or public administration, accounting, or related field
- Five years of progressively responsible experience in public sector budget administration
- Experience with automated financial and budget management systems
- Proficiency with Microsoft 365 (specifically Excel, Word, Outlook, and Teams), Adobe Acrobat Pro, and Judiciary Integrated Financial Management System.

### **APPLICANT INFORMATION**

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. If a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the court may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

Only qualified applicants will be considered for this position. Employees of the U.S. District Court serve under “Excepted Appointments” and are considered “at will” employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees.

The initial appointment to this position is provisional pending the successful completion of the required background checks and/or investigations. The U.S. District Court is a drug-free workplace and the applicant selected will be required to participate in a drug screening test prior to employment.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Participation in the interview process will be at the applicant’s own expense and relocation expenses will not be provided.

The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e., Direct Deposit).

All promotions are subject to Administrative Office of the U.S. Courts approval.

Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. §1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below. Under 8 U.S.C. §1324b(a)(3)(B), a lawful permanent resident seeking



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citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.



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# TOTAL COMPENSATION STATEMENT

**\* SAMPLE FOR ILLUSTRATION PURPOSES ONLY \***

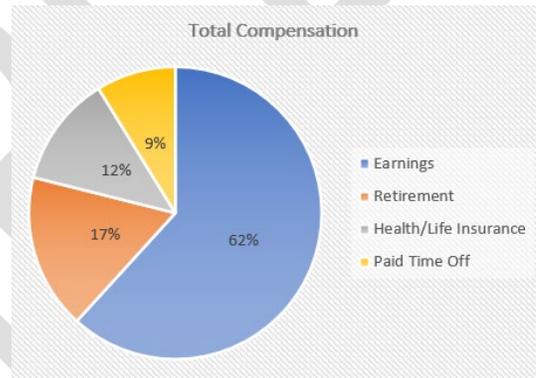
**POSITION:** Budget Administrator, Full-time  
**LOCATION:** Phoenix, AZ  
**STARTING LEVEL:** CL 27  
**SALARY:** \$75,644 per Annum

The Federal Judiciary provides a generous benefit package which, in addition to salary, is an important component of total compensation. This total compensation statement illustrates the value of the Federal Judiciary benefits. Please be advised that the information is tailored to this position as above, however some of the individual benefit values may vary based on your benefit choices.

## EARNINGS

**\$75,644**

Retirement Benefits \$21,057  
 Health/Life Insurance \$15,079  
 Paid Time Off \$10,779



**TOTAL EMPLOYER CONTRIBUTIONS \$ 49,916**

*Employer contributions represent 37.63 % of total compensation*

**TOTAL COMPENSATION**

**\$122,559**

## EMPLOYER CONTRIBUTIONS

### Retirement Benefits

- ❖ Retirement - Basic Benefit (FERS) 16.6 – 18.4% of basic pay for FY22, varies by type of FERS employee (FERS, FERS RAE or FERS FRAE)
- ❖ Thrift Savings Plan - Automatic Contribution 1% of Basic Pay for FERS employees
- ❖ Thrift Savings Plan - Employee Matching Up to an additional 4% of Basic Pay  
*Judiciary matches dollar for dollar for the first 3%, then 50 cents for every dollar contributed after that, up to 5%*
- ❖ Social Security 6.2% of earnings up to SS Wage Base

## Health /Life Insurance

- ❖ Health Insurance – FEHB Approximately 72% of FEHB Premium
- ❖ Life Insurance - FEGLI BASIC option \$.075 per every \$1,000 of insurance

## Paid Time Off

- ❖ Sick Leave 4 hours per pay period = 104 hours per year
- ❖ Annual Leave 4 – 8 hours per pay period based on length of service
  - 0 – 3 years = 104 hours/year*
  - 3 – 15 years = 160 hours/year*
  - 15+ years = 208 hours/year*
- ❖ Paid Holidays 11 federal holidays

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## **ADDITIONAL BENEFITS**

- ❖ Dental Insurance, *premiums paid on a pre-tax basis*
- ❖ Vision Insurance, *premiums paid on a pre-tax basis*
- ❖ Flexible Spending Accounts, *contributions paid on a pre-tax basis*
- ❖ Workplace flexibilities, *flexible work schedules*
- ❖ Paid Parental Leave, *12 weeks*
- ❖ Long-term Care Insurance
- ❖ Employee Recognition Program
- ❖ Professional Education and Training
- ❖ Benefit and Retirement counseling and training
- ❖ Onsite Gym in Phoenix Only
- ❖ Employee Assistance Program (EAP)