



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

PROFESSIONAL VALUES

- Integrity
- Respect
- Empathy
- Honesty
- Accountability
- Courageous Leadership
- Selfless Service
- Competency
- Work Ethic



The U.S. Probation Office for the District of Arizona is an Equal Opportunity Employer

U.S. Probation Office – District of Arizona

Career Opportunity # 21-02

Financial Specialist

Position Type:	Full-time Regular
Salary Range:	\$53,050 - \$86,203 (Depending on qualifications and experience)
Job Grade:	CL 27
Open Date:	10/13/2020
Closing Date:	10/30/2020
Location:	Phoenix, AZ

ONE PROBATION TEAM ARIZONA

Our mission is to assist the Court in the fair administration of justice, providing unbiased, accurate information, facilitating lasting positive change in the people we assist and supervise, in order to protect and improve our community.

The U.S. Probation Office for the District of Arizona is seeking an accomplished and self-motivated individual with excellent interpersonal skills and strong work-ethic for the position of Financial Specialist. In this role, high importance is placed on an individual who will embrace our mission and committing themselves to and believing in our vision of *working together creatively to transform lives, enhancing the safety of our community.*

Our fast paced, prestigious environment will provide opportunities for challenging and rewarding work as a member of the probation team. The successful individual must be able to thrive *in an environment that promotes teamwork and professional enrichment where we commit to supporting and defending the U.S. Constitution, the worth and dignity of all people, defending their right to be treated with fairness and respect, believing that all people are capable of positive change through the use of evidence-based practices.*

POSITION OVERVIEW

This position is in the Finance Section of the court. The incumbent is responsible for processing all criminal debt payments received from U.S. Probation, the Bureau of Prisons or directly from criminal defendants.

REPRESENTATIVE DUTIES

Reconciles case balances with U.S. Attorney’s Office and U.S. Probation Office. Establishes, maintains and analyzes accounting records, consisting of a cash receipt’s journal, deposit funds, as well as subsidiary ledgers for criminal case records to properly account for case receipts and disbursements.

Responsible for case management, processing special assessment fees, fines and restitution, as well as criminal debt management in general.

Reviews Judgment and Commitment Orders and communicates with various court agencies to obtain ordered obligation and victim information.

Develops procedural manuals for financial procedures in the court.



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Other Divisional Office

Locations:

Evo A. DeConcini
U.S. Courthouse
405 West Congress Street
Tucson, AZ 85701-5020

Flagstaff AWD Building
123 San Francisco Street
Flagstaff, AZ 86001

John M. Roll
U.S. Courthouse
98 West 1st Street
Yuma, AZ 85364

Benefits

Federal benefits include:

- Paid Annual Leave
- Paid Sick Leave
- 10 Paid Holidays
- Retirement Benefits to include a defined benefit 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
- Long-term Care Insurance
- Flexible Benefits which includes medical & dependent care reimbursement.

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



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Prepares and analyzes a variety of reports for submission to the Clerk's Office, the Administrative Office, and various outside agencies as necessary.

Performs other duties assigned.

MINIMUM QUALIFICATIONS

To qualify for this position, a person must be a high school graduate or equivalent and have three years of general experience and two years of specialized experience.

General experience is progressively responsible administrative, technical, or professional experience which provides evidence that the candidate has acquired: (a) a good general understanding of management practices and administrative processes; (b) the ability to analyze problems and assess the practical implications of alternative solutions; (c) the ability to communicate effectively with others, both orally and in writing; and (d) the capacity to employ the knowledge, skills and abilities in the resolution of problems. Education above the high school level may be substituted for required general experience.

Specialized experience in at least one, but preferably two or more, of the functional areas of financial management and administration (budgeting, accounting, auditing, financial reporting, etc.) that provided a knowledge of the rules, regulations, terminology, etc. of the area of financial administration. Excess specialized experience may be substituted for required general experience.

PREFERRED QUALIFICATIONS

Preference will be given to applicants who have experience with automated financial management systems; have completed a bachelor's degree in the field of accounting or business; and have experience in federal government accounting and systems accounting.

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. In the event that 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.

Applicants will be screened for qualifications and the best qualified applicants will be interviewed. Employees of the U.S. District Court serve under "Excepted Appointments" and are considered "at will" employees (except for probation officers who may be removed for cause). 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.



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

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 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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