



KINIKIA D. ESSIX

Court Administrator/Clerk of Court

Detroit

231 W. Lafayette Blvd.
Detroit, MI 48226

Ann Arbor

200 E. Liberty St.
Ann Arbor, MI 48104

Bay City

1000 Washington Ave.
Bay City, MI 48708

Flint

600 Church St.
Flint, MI 48502

Port Huron

526 Water St.
Port Huron, MI 48060

www.mied.uscourts.gov

Important Dates

Opening Date:

February 1, 2024

Closing Date:

February 29, 2024

Anticipated Start Date:

April 2024

Apply to:

apply@MIED.uscourts.gov

The U.S. District Court for the Eastern District of Michigan is an Equal Opportunity Employer.

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT EASTERN DISTRICT OF MICHIGAN

Position: Financial Technician
Vacancy #: 24-03
Classification: CL 25
Salary Range: \$52,893 to \$66,126 / Earning Potential: \$85,974
Status: Full-time permanent
Duty Station: Detroit, MI
Number of Positions: 1

POSITION OVERVIEW

This position is located in the Financial Department and reports directly to the Financial Manager. The employee is responsible for performing and coordinating administrative, technical, and professional work related to financial and accounting activities of the Court, including compliance with appropriate guidelines, policies, and internal controls. The employee performs basic accounts payable and accounts receivable duties and reviews the accuracy of monies received and disbursed by the Court, processes financial transactions, and maintains required records in accordance with court policies and approved internal controls. Occasional travel within and outside the District may be required.

Duties include, but are not limited to the following:

- Receives payments, issues receipts, process credit card payments for filed documents and payments, and collects filing fees.
- Reviews payments associated with the financial operations of the Court.
- Performs accounting of funds paid into the Court and for funds disbursed by the Court.
- Maintains and analyzes accounting records, reconciles variances between account summaries, and analyzes and classifies accounting transactions.
- Processes and pays bills and invoices incurred in the Court.
- Processes victim restitution payments, including processing incoming checks; compiles necessary information; processes returned checks and returned mail; provides customer service to victims and their representatives.
- Reviews vouchers for validity and completeness prior to payment.
- Prepares daily, monthly, quarterly, bi-annual and annual reports; provides basic information to the public, the bar, and the Court.
- Enters and retrieves data from an automated financial management database; creates and maintains computerized logs for various financial processes.
- Performs other duties as assigned.

QUALIFICATIONS

Qualifications must be met at the time of the application.

- Consistent, high quality past job performance demonstrating sound ethics and judgement.
- An attendance record that indicates reliability/commitment.
- Excellent verbal and written communication skills (grammar, spelling, punctuation, etc.)



MIED MISSION

The mission of the Clerk's Office of the United States District Court for the Eastern District of Michigan is to assist the Court in the timely disposition of all case matters by providing support services: to schedule cases before the Court, to maintain the official record of the Court, to maintain all monetary transactions and financial records of the Court and to maintain all jury related operations of the Court in a manner that renders efficient, effective and courteous service to the general public, jurors, judicial officers, judicial staff members, the Federal Bar, other federal and state courts, litigants and other governmental agencies.

Conditions of Employment:

- All applicants must be a U.S. citizen or must be a lawful permanent resident (i.e., green card holder) seeking U.S. citizenship, or must complete an affidavit indicating their intent to apply for citizenship when they become eligible to do so.
- Completion of FBI Fingerprint Background Check with periodic reinvestigation, if applicable.
- Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. Retention depends upon a favorable suitability determination.
- Employees are subject to mandatory electronic funds transfer.
- Employees are considered "at will".
- Employees are required to adhere to the [Code of Conduct](#) for Judicial Employees.

The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.

Qualifications Continued:

- Excellent organizational skills.
- Ability to take initiative, manage multiple tasks, respond to requests on short notice and meet stringent deadlines.
- Ability to be tactful and work cooperatively with others, including judicial officers, the public and colleagues.
- Proficient in the use of Microsoft Word and Excel, in conducting internet searches, in the use of computer file structure and other computer applications. Proficient in developing spreadsheets and able to troubleshoot various automated financial system problems.

Required:

High school graduation or equivalent with two years progressively responsible experience including at least one year of specialized experience as defined below. For placement above the minimum, at least two years of specialized experience is required.

Specialized Experience:

Progressively responsible clerical or administrative experience that provided knowledge of the rules, regulations, practices, and principles, of financial administration and/or accounting; and involved the routine use of automated financial and accounting systems or other computer-based systems and applications such as word processing, spreadsheets, or databases.

APPLICATION PROCEDURE

Applicants must submit a **single PDF document** to apply@MIED.uscourts.gov with:

- Cover letter (include vacancy number)
- Resume
- Completed application [Form AO-78](#)

Application materials that do not adhere to this procedure may not be considered. Applicant materials submitted in addition to the required documents will not be considered or retained. Separate applications must be made to individual vacancy announcements. Only candidates selected for interview will be contacted. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

BENEFITS

Local (when/where available): Federal Court employees receive local benefits outlined [here](#).

National: Federal Court employees receive national benefits outlined [here](#).