

Vacancy Announcement



Timothy M. O'Brien
Clerk of Court

Kansas City Division
500 State Ave. (259)
Kansas City, KS 66101

Topeka Division
444 S.E. Quincy St. (490)
Topeka, KS 66683

Wichita Division
401 N. Market St. (204)
Wichita, KS 67202

UNITED STATES DISTRICT COURT

District of Kansas

Position: Finance & Procurement Clerk
Number of Positions: One
Classification Level: CPS CL 24/1 – CL 24/25 (promotion potential up to a CL 24/61)
Salary Range: \$34,703-\$43,389 (promotion potential up to \$56,417)
Location: Kansas City, Kansas
Opening Date: November 17, 2014
Closing Date: Open until filled
Vacancy Number: KC14-20

POSITION OVERVIEW:

This position performs tasks in support of the financial and procurement operations of the United States District Court and United States Probation Office. Financial tasks include clerical and technical duties associated with the processing and compilation of accounting and financial data. Primary responsibilities will include accounts payable, maintenance and reconciliation of ledger and cash accounts, voucher review and entry into the automated financial system, processing fine and restitution payments, verification of physical inventories, and financial reporting.

Procurement duties will involve assisting the Procurement Specialist with procurement and inventory activities through accurate record keeping and tracking; receiving, checking, and delivering ordered supplies and materials; and assisting with preparing purchase orders and invoice payments.

QUALIFICATION REQUIREMENTS:

Mandatory

High school diploma or equivalent, and at least two years of general experience and one year of specialized experience.

General Experience: Progressively responsible clerical or administrative experience related to the position of Financial Support Specialist, which provided the particular knowledge and skills needed to perform the duties of the position.

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 Entry level will be based on experience and/or combination of education and experience.

Preferred

Fast-paced and challenging position requires incumbent to present a professional demeanor at all times. Time management skills, accuracy and attention to detail are exceptionally important. The successful applicant will possess strong interpersonal, organizational, analytical, verbal and written communication skills. An accounting, finance, or related business degree is preferred.

TO APPLY:

To apply for this position, please submit the following items:

- 1) a cover letter with salary requirements,
- 2) a chronological resume, and
- 3) a Federal Judicial Branch Application for Employment by e-mail to:

ksd_recruitment@ksd.uscourts.gov

The application form is available on the court's web site under the "Employment" tab at:

<http://ksd.uscourts.gov/flex/?fc=9>

* Incomplete applications will NOT be considered.

INFORMATION FOR APPLICANTS:

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein. This position is subject to mandatory participation in electronic payment of net pay (i.e. Direct Deposit) and a favorable background check. The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Due to the volume of applications received, the Court may only communicate to those individuals who will be interviewed for open positions. Travel and relocation expenses will not be paid. Applicants must be United States citizens or eligible to work for the United States Government.

*** THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER ***