



**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA
OFFICE OF THE CLERK
Orlando Division**

VACANCY ANNOUNCEMENT

Financial Specialist (Criminal Debt/Restitution)

CL 26 - \$45,321 - \$56,647*

Announcement No. 19-42 Position Closes: Open Until Filled **Available:** Immediately

Position Overview

This position is located in the Clerk's Office in Orlando, Florida and reports to the administrative services manager. The lead criminal debt financial specialist will work closely with the financial administrator, the administrative services manager, and financial staff to ensure that restitution payments are distributed to victims in a timely manner. In addition, the lead criminal debt financial specialist will ensure that all deposit funds are annually reviewed to determine whether money held in the deposit account is eligible for transfer to the unclaimed funds account.

Representative Duties

- Develop short and long-term strategies for the efficient reconciliation of a large number of criminal debt accounts.
- Work with, and act as the primary contact for, the U.S. Attorney Financial Litigation Unit (FLU) and U.S. Probation offices
- Process victim restitution payments and incoming checks.
- Maintain ledgers of restitution payments and ensure that the victims receive payments and, when appropriate, funds are moved to the unclaimed funds account.
- Provide customer service to victims and their representatives.
- Review criminal judgments and orders to aid in the entry of new cases and victim information into the accounting system. When necessary, contact the sentencing court or the U.S. Attorney for clarification.
- Prepare, update, examine, and analyze a variety of regular and non-standard reports. Design, develop, and maintain spreadsheet formats and programs for analyzing financial information for the Court.
- Ensure that appropriate internal controls and separation of duties for disbursement, transfer, recording, and reporting of monies are followed, as well as adherence to the *Guide to Judiciary Policy* on financial and accounting practices.
- Perform other duties as assigned.

Qualifications

- Familiarity with the criminal debt/restitution process.
- Knowledge and experience using automated financial systems to perform day-to-day activities.
- Proficiency with Excel spreadsheet software.
- Consistent, high quality past job performance demonstrating sound ethics and judgment.
- Excellent verbal and written communication skills (grammar, spelling, punctuation, etc.).
- 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.

Requirements

- A bachelor's degree or advanced degree in business, accounting, or a related field is preferred.
- Federal court financial experience, preferably with processing criminal debt, is required.

Background Investigation

This is a High Sensitive position within the Judiciary. Employment will be considered provisional pending successful completion of an OPM background investigation and credit check and a favorable suitability determination. Investigative updates are required every five years.

Information for Applicants

To apply:

- email a cover letter and resume together as one PDF application file to:
resume_orl@flmd.uscourts.gov
- your PDF application file must be named "last name, first name" (e.g. Smith, John)
- the email subject line must be "attention 19-42"

Due to the number of resumes received, only applicants selected for interviews will be contacted.

THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

Applicants must be U.S. citizen or eligible to work in the United States

Employees must use the Electronic Fund Transfer (EFT) for payroll deposit

The selected candidate will be subject to a background check as a condition of employment.

* Starting salary commensurate with work experience, previous federal government service, and prior pay history.

This position has promotion potential to the CL 27 level without further competition.

Employee Benefits

Employees of the United States Courts serve under excepted appointments and are considered “at-will” employees. They are, however, eligible for a comprehensive federal government benefits package including participation in the Federal Employees Retirement System (career employees), choice of a health benefit plan from several options, dental insurance, life insurance, long term disability insurance, long term care insurance, annual/sick leave, federal holidays, and periodic salary increases. See the United States Courts Website for an overview of Federal Judiciary benefits.

The United States District Court for the Middle District of Florida serves a 35-county area in mid-Florida, with a population over ten million people. The Clerk’s Office is headquartered in Orlando, with full time divisional offices in Tampa, Jacksonville, Ocala, and Ft. Myers, Florida. The Clerk’s Office provides clerical and administrative support to all areas of the federal judicial administrative process.