



UNITED STATES DISTRICT COURT
DISTRICT OF HAWAII
PROBATION OFFICE
**VACANCY ANNOUNCEMENT
NO. 2015-09**

Position: **FINANCIAL ASSISTANT (Intern)**

Status: Full-Time, Excepted Service, Temporary (*up to one October 4, 2015*) with potential for extension without further competition, subject to funding.

Classification Level: Court Personnel System, Classification Level 23
Table N6 – Hawaii
Starting salary, dependent on qualifications
Grade: CL-23, step 1; Salary: \$36,261 (\$17.43/hour)
**Salary noted above includes 12.25% Hawaii Cost of Living Adjustment (COLA).*

Position Location: United States Probation Office
300 Ala Moana Boulevard, Room 2300
Honolulu, HI 96850

Closing Date: Position open until filled. Priority consideration for applications received by 4:00pm, May 11, 2015

The United States Probation Office in the District of Hawaii is a career organization focused on providing exceptional service to the court, members of the legal community and the general public. Currently, we are seeking applicants for a full-time or part-time **Financial Assistant** position.

REPRESENTATIVE DUTIES

The Financial Assistant assists with financial transactions and maintains required records, in accordance with court policies and approved internal controls under the guidance of the Financial Administrator:

- Assist with the data entry of approved invoices for payment.
- Assist with maintaining accounting records by inputting transactions, performing trial balances, and reconciling accounts through automated systems.
- Assist with preparing reports and forms by compiling information. Use accounting software and systems to record, store and track information.
- Comply with separation of duties and other internal control policies.
- Direct complex questions or matters to Financial Administrator
- Perform other related duties as required.

The primary focus of the job is to assist in processing financial transactions and maintaining required records in accordance with court policies and approved internal controls under the guidance of the Financial Administrator. The proper separation of duties and accurate recording of obligations, payments, and fees ensure the financial integrity of the court's accounting processes. Accurate data entry results in proper accounting of obligated funds and assists in ensuring the court's financial integrity.

REQUIRED COMPETENCIES (KNOWLEDGE, SKILLS AND ABILITIES):

- Ability to learn the court's financial systems to assist with performing basic day to day activities. General understanding of financial transactions, and the ability to learn responsibilities specific to the court, such as, travel expense reimbursement, and payment for goods and services. Ability to learn the court's internal controls and separation of duties. Skill and accuracy in working with numerical calculations. Skill in filing and knowledge of filing requirements. Ability to follow detailed instructions and multitask. Skill in organizing own work.
- Ability to understand and apply the court's policies, procedures, practices and guidelines related to financial transactions and office administration. Ability to learn office, department, and organizational roles and responsibilities.
- Ability to communicate effectively (orally and in writing) to individuals and groups to provide information. Ability to interact effectively and appropriately with the public, providing customer service and resolving difficulties while complying with regulations, rules, and procedures. Ability to interact tactfully with a wide variety of people.
- Knowledge of software and keyboarding for word processing, data entry, email, computers, and report generation. Skill in using standard office equipment (telephones, copiers, fax machines, scanners, etc.). Skill in keyboarding, typing, and data entry.

SALARY AND REQUIRED QUALIFICATIONS:

This position is graded under the Court Personnel System. Applicants must have a high school graduation or equivalent and two years of generalized experience. A college degree is preferred.

The Classification Level (CL) is similar to the General Schedule (GS) ratings in the Federal Executive Branch, CL-23 = GS-7.

CONDITIONS OF EMPLOYMENT:

Applicants must be U.S. Citizens or eligible to work in the United States. A successful background check is required for employment in this position. The Probation Office may complete an investigation of criminal records, motor vehicle records, credit reports, and employment checks.

The Court requires employees to adhere to a Code of Conduct which is available upon request. Direct deposit is required for payment of compensation.

BENEFITS:

The U.S. District Court falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under "Excepted Appointment" and are considered "At-Will" employees. As such, employment may be terminated by either the employer or the employee with or without cause. Federal Government Civil Service classifications/regulations do not apply; however, court employees are entitled to similar benefits as other Federal Government employees. These benefits include participation in the Federal Employees' Retirement System which contributes to the Social Security Retirement Program, Federal Employees' Health Benefits, Federal Employees' Group Life Insurance, Thrift Savings Plan (similar to a 401k plan with employer matching contributions), paid holidays and annual/sick leave accrual. An overview of Federal Judiciary benefits is accessible at: <http://www.uscourts.gov/Careers/BeneFitForLife.aspx>. This position is subject to mandatory electronic funds transfer for payment of net pay.

HOW TO APPLY:

It is recommended that applications be submitted as soon as possible. To ensure consideration, qualified applicants must submit all of the following documents:

- 1) Cover letter which clearly outlines your professional qualifications, skills and experience that demonstrate your ability to perform the duties of the position;
- 2) An updated resume;
- 3) [Judicial Branch Federal Employment application \(AO-78\)](#), which is available from the Hawaii U.S. District Court website: www.hid.uscourts.gov under FORMS and "Miscellaneous"
- 4) Three references (*with name and contact information*)

You must submit **ALL** required documents to be considered for this opportunity; incomplete packets will not be considered. Non-submission of the required documentation listed above or an incomplete application packet may disqualify applicant from further consideration.

Please submit documents electronically via email to: careers@hip.uscourts.gov
with subject line: *VA 15-09 Financial Assistant (your name)*.

Due to the volume of applications, the U.S. Probation Office will only communicate with those individuals who will be invited for personal interviews and only applicants who are interviewed will receive a written response regarding their application status. The U.S. Probation Office is not authorized to reimburse candidates for interview or relocation expenses.

The District of Hawaii, U.S. Probation Office reserves the right to modify or withdraw this vacancy announcement, or to fill the position any time before the closing date, any of which may occur without prior written or other notice. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief U.S. Probation Officer may elect to select a candidate from the original qualified applicant pool.

AN EQUAL OPORTUNITY EMPLOYER