



United States Court of International Trade

One Federal Plaza
New York, NY 10278-0001
www.cit.uscourts.gov

Job Announcement: 22-07
Opening Date: August 31, 2022

VACANCY ANNOUNCEMENT

JOB TITLE:	Financial Generalist (Full-Time Permanent)
SALARY RANGE:	\$46,051 - \$74,900 (CL 24) Starting salary commensurate with qualifications, salary, and experience.
CLOSING DATE:	Open Until Filled First consideration given to applications received by September 16, 2022.

POSITION OVERVIEW

The United States Court of International Trade is seeking qualified applicants for the position of Financial Generalist. The position is located in the Administrative Services Section of the Clerk's Office and reports to the Administrative Supervisor. The Financial Generalist performs financial transactions and maintain required records, in accordance with court policies and approved internal controls. The incumbent provides subject matter knowledge and processes travel authorizations, reimbursement vouchers, and applications for attorney admissions.

DUTIES AND RESPONSIBILITIES

Responsibilities include but are not limited to:

- Reconcile monies deposited, transferred, or disbursed by the court.
- Assist with generation and approvals of financial reports and distribution to the Administrative Office.
- Perform data entry of approved invoices for payment.
- Responsible for the Attorney Admission Program: Verify attorney admissions to practice before the Court, maintain the attorney admission data, research CM/ECF issues and problems, prepare certificates and other mailings, and maintain the filing system. Respond to Attorney Admissions inquiries from stakeholders.
- Process travel authorizations, vouchers, and travel advance requests. Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes. Communicate with employees to respond to questions, problems, or insufficiencies with travel vouchers and status of payment, completing research as required.
- Assist in processing returned checks and returned mail.
- Answer telephones within the Administrative Services section. Provide customer service, and/or direct callers to the appropriate individual within the office or the court.
- Comply with guidelines, procedures, and policies established by the Administrative Office and Administrative Services. Ensure separation of duties.
- Research complex questions or matters and recommend solution to staff or supervisor.
- Perform other related duties, as required.

QUALIFICATIONS

To qualify for this position the candidate must have at a minimum one year of specialized experience. Specialized experience is 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. The successful candidate must have excellent verbal and written communication skills, be computer literate including proficiency in Word and Excel, as well as the ability to learn other computer programs used by the court. The incumbent should possess strong organizational, interpersonal, problem-solving and customer service skills. Must be able to multitask, prioritize, follow through and meet deadlines. The candidate should be detail oriented, possess tact, good judgment and maintain confidentiality. Bachelor's degree from an accredited college or university with a major in business administration or similar, or in finance or accounting is required.

BENEFITS

The Judiciary offers a comprehensive benefits package that includes, in part, paid vacation, sick leave, holidays, life insurance, health benefits, and participation in the Federal Employees' Retirement System. For more information about the major benefits offered to most federal employees, [click here](#) or go to: <https://www.uscourts.gov/careers/benefits>.

OTHER INFORMATION

- Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship.
- Applicants selected for interviews must travel at their own expense.
- The selectee is subject to a background check and/or investigation and subsequent favorable suitability determination.
- The selectee to a high-sensitive position is subject to an updated background investigation every five years.
- The selectee for this position is subject to a criminal record check and satisfactory adjudication by the employing office to be eligible for employment. Candidates will not be asked about their criminal history prior to receiving a tentative offer of employment. Candidates completing the AO-78 are not required to complete questions 18-20 regarding criminal history. Criminal history is not in itself disqualifying. All available information, past and present, favorable and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination, Providing false and/or misleading information may be ground for removal from the application and selection process, as well as disciplinary action if discovered after an individual's date of hire.
- Employees are required to use Electronic Funds Transfer (EFT) for payroll direct deposit.
- Federal court employees are appointed under the excepted service.
- Employees are required to adhere to the Code of Conduct for Judicial Employees which is available for applicants to review on the [US Courts website](#).
- The federal courts are Equal Employment Opportunity Employers.
- New employees are required to complete a USCIT COVID-19 Vaccination Attestation Form upon hire.

HOW TO APPLY

Qualified applicants may apply by e-mailing an application package to: applications@cit.uscourts.gov. The application package must include the following:

1. a cover letter detailing relevant experience and how you satisfy the qualifications of the position;
2. a detailed résumé; and
3. an Application for Judicial Branch Federal Employment (AO-78). The AO-78 Form is available on the U.S. Courts website at www.uscourts.gov.

The required documents should be sent as a single PDF attachment. Include the title of the position and vacancy announcement number in the subject line of the email. For first consideration, applications must be received by September 16, 2022.

Failure to submit a complete application may not be considered. Only applicants selected for an interview will be notified. All application information is subject to verification. The Court reserves the right to modify, withdraw, or fill the vacancy announcement at any time, any of which actions may occur without prior written or other notice.

UNITED STATES COURT OF INTERNATIONAL TRADE IS AN EQUAL OPPORTUNITY EMPLOYER