

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF WEST VIRGINIA
OFFICE OF THE CLERK**

EMPLOYMENT OPPORTUNITY

Position:	Criminal Justice Act Clerk	Announcement #:	14-CO-07
Appointment Type:	Full-time, Permanent	Location:	Charleston, WV
Starting Salary:	CL 25 (\$38,334 - \$62,307) <i>Starting salary depends upon experience and qualifications.</i>		
Opening Date:	June 13, 2014		
Closing Date:	Open until filled - Résumés received by June 20, 2014 will receive first consideration.		
Open To:	All qualified applicants		

JOB SUMMARY:

This position is located in the Clerk's Office of the United States District Court and reports to the CJA Supervising Attorney. The incumbent processes documents and maintains records in compliance with the Criminal Justice Act of 1964, as amended, and the policies and procedures of the Court. The incumbent also performs financial functions and administrative duties as requested by the Clerk of Court or Chief Deputy. The mixed duties or hybrid jobs of the incumbent provide a variety of administrative and technical assistance to ensure the smooth and efficient management of the office.

REPRESENTATIVE DUTIES:

Assists the CJA Supervising Attorney with appointment of panel attorneys.

Creates and maintains CJA panel list of all court appointed attorneys and logs all criminal cases under each appointed attorney.

Creates and maintains Client Notebooks in the CJA Payment System.

Creates, updates, and processes CJA 20, 21, 24, 30, and 31 forms.

Checks court records and automated systems to verify and supply required information.

Files and routes copies of CJA forms.

Prepares and distributes CJA panel application and appointment packages; updates and maintains all CJA records and materials at the direction of the CJA Supervising Attorney.

Assists the CJA Supervising Attorney with processing CJA vouchers including, but not limited to, receiving and reviewing vouchers for accuracy and compliance with the Criminal Justice Act, entering data into the CJA Panel Attorney Payment System and other applicable automated systems, routing and filing documents, and preparing reports for the Court and the Administrative Office as required.

Maintains internal records and statistics regarding CJA payments and appointment activity as required by the CJA Supervising Attorney, Clerk or Chief Deputy.

Participates in training CJA panel attorneys on voucher processing and payment.

Acts as liaison with the CJA Help Desk in San Antonio, Texas.

Ensures accuracy and proper accounting processes. Properly maintains CJA payment records.

Reconciles CJA voucher payments at end of month with CJA checks disbursed.

Reconciles fee payments with Pay.gov.

Audits PACER Exempt Usage Reports for any questionable or excessive usage, including, but not limited to, those PACER accounts held by CJA Attorneys.

Performs daily cashier close-outs.

Makes bank deposits as required.

Serves as back-up for Criminal Debt processes.

Enters invoices in FAS₄T.

Provides any other administrative and clerical support to the CJA Supervising Attorney, Clerk, or Chief Deputy, as needed.

QUALIFICATIONS:

To qualify for the position, a person must be a high school graduate or equivalent and have one year or more of progressively responsible clerical or administrative experience that required the regular and recurring application of clerical procedures that demonstrated the ability to apply a body of rules, regulations, directives, or laws and involved the routine use of specialized terminology and automated software and equipment for word processing, data entry or report entry. A qualified candidate must demonstrate strong oral and written communication skills, organizational and analytical skills, and interact effectively with others, providing customer service and resolving difficulties.

Experience which provided knowledge in the rules, regulations, practices and principles of financial administration and/or accounting; and involved the routine use of automated financial and accounting systems is preferred. Bachelor's Degree in Finance or Accounting is preferred.

EMPLOYEE BENEFITS:

This position is covered by the Court Personnel System and is entitled to benefits that include:

- Paid annual leave in the amount of 13 accrued days for the first three years, 20 days after three years, and 26 days after fifteen years

- Paid sick leave in the amount of 13 accrued days annually
- 10 paid holidays per year
- Mandatory participation in the Federal Employees' Retirement System and Social Security Thrift Savings Plan (optional retirement savings plan with immediate employer matching)
- Federal Employees Health Benefits Program
- Federal Employees Vision and Dental Insurance Program
- Federal Employees Group Life Insurance Program
- Flexible Benefit Program (pre-tax contributions for health insurance premiums, health care and dependent care expenses)
- Long Term Care Insurance Program options
- Long Term Disability Plan option
- Periodic salary increases

INFORMATION FOR APPLICANTS:

The United States District Court is part of the Judicial Branch of the United States government. An applicant must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments (not civil service) and are "at will" employees. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of net pay. Employees are required to adhere to a Code of Conduct for Judiciary Employees which is available to applicants to review upon request. Selected candidate is subject to and must pass a FBI background check and credit check as a condition of employment.

APPLICATION PROCESS:

To apply, submit a cover letter and current résumé. The cover letter should identify how your education and/or experience qualify you for the position. The résumé should detail your education and previous work experience. To receive first consideration, application materials must be received by **June 20, 2014** at the mailing address or email address listed below. Please reference **Vacancy #14-CO-07**. Only applicants selected for interview will be contacted.

U. S. District Court – Southern West Virginia

Attn: Vacancy # 14-CO-07

P.O. Box 2546

Charleston, WV 25329-2546

Email: korin_parsons@wvsd.uscourts.gov

Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

The United States District Court is an equal opportunity employer and values diversity in the work place.