



**United States District Court  
Southern District of Ohio  
<http://www.ohsd.uscourts.gov/>**

**VACANCY ANNOUNCEMENT**

**November 10, 2016**

**Vacancy Announcement Number – 16-24/CJASP**

**CJA Specialist – one vacancy – full-time permanent  
Duty Station – Columbus Courthouse – 85 Marconi Blvd.**

**Salary: CL 25 (\$40,219-\$65,358)**

Appointment at CL 25 has future promotion potential to CL 26 without further advertisement.

**Closing date for receipt of application packets: Thursday, December 1, 2016 at 11:59 pm**

The CJA Specialist performs and coordinates administrative, technical, and professional work related to Court's Criminal Justice Act (CJA) eVoucher Payment Program, financial and accounting activities of the court, including compliance with appropriate guidelines, policies, and internal controls. The incumbent performs CJA accounts payable and CCAM accounts receivable duties and reviews the accuracy of monies received and disbursed by the court, processes financial transactions, and maintains required records in accordance with court policies and approved internal controls. The CJA Specialist reports to the Financial Administrator.

***ABOUT THE SOUTHERN DISTRICT OF OHIO:***

The Southern District of Ohio covers a broad geographic area encompassing forty-eight urban and rural counties from just north of Columbus down to the Ohio River. The District is comprised of over 250 individuals including twenty active Judicial Officers, as well as Chambers Staff, Clerk's Office staff, U.S. Probation Office's staff and U.S. Pretrial Services Office's staff, located in the Cincinnati, Columbus and Dayton Courthouses.

***DUTIES AND RESPONSIBILITIES:***

Technical and functional support duties will include:

- Conduct legal and procedural compliance audits of all CJA vouchers submitted for payment, including research of CJA guidelines, court docket, and other sources as needed to make necessary determinations on changes/corrections, as applicable.
- Ensure accuracy and proper accounting processes. Enter data in the automated CJA eVoucher payment system.
- Serve as liaison between the Bar, the Court, the Circuit, the Administrative Office's CJA Section, and the Defender Services Division regarding all CJA payment-related matters and customer service.
- Keep current with CJA guidelines and reference; apply rules and procedures regarding voucher preparation, authorization, and disbursement.
- Ensure procedures for data entry. Affirm validity of the data.
- Maintain internal records and statistics regarding CJA payments for use by the clerk's office, the Court, the Administrative Office, and other parties. Provides support to personnel in the use of the CJA eVoucher Payment Program and voucher processing.
- Maintain control over unit cash registers, including backup duties for collecting and balancing cash drawers as needed. Count monies received and process receipts and deposits in appropriate bank accounts.
- Maintain accounting records by inputting transactions, performing trial balances and reconciling the accounts through the automated systems. Debit, credit and total accounts on spreadsheets, databases and financial software used by the court unit.
- Maintaining restitution ledger and providing customer service to victims and their representatives.
- Enter cases into Civil Criminal Accounting Module when received by chambers.
- Process payments incurred in court unit. Perform reconciliation of monies deposited, transferred and disbursed by the court unit. Calculate and prepare financial statements according to established procedures.
- Process payments for Criminal jurors. Receive and review payment vouchers for automated check writing/accounting systems.

- Issue Treasury checks for all court units on a weekly basis.
- Assist Clerk's Office employees and other financial deputies in creating and verifying deposit tickets.
- Provide and attend training for Judges, Chamber Staff, Clerk's Office Staff, Federal Public Defender's Office and CJA panel attorneys on eVoucher processing and payments.
- Coordinate work efforts with other financial deputies in the financial unit.
- Ensure adherence to the *Guide to Judiciary Policy* on financial and accounting practices.
- Able to take on special projects as assigned.
- Perform other duties as required.
- Some Travel Required.

**REQUIRED QUALIFICATIONS:** To be considered for this position:

- CL 25/1, one year of specialized experience is required.
- CL 25/2-25, two years of specialized experience is required.
- Knowledge of and compliance with the Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.
- Ability to communicate technical information effectively (orally and in writing) to end users in a manner they can understand. Ability to interact effectively and appropriately with others, providing customer service and resolving difficulties while complying with regulations, rules and procedures. Ability to work as part of a team.
- Excellent organizational and administrative skills; accuracy and attention to detail essential. Ability to manage multiple tasks, priorities, and deadlines.
- Excellent analytical, problem solving, critical thinking and research skills.
- Excellent computer, communication, organizational and interpersonal skills.
- Accuracy and attention to detail required.
- High school graduate or equivalent.

**EDUCATIONAL SUBSTITUTION:** Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience. Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience.

**SPECIALIZED EXPERIENCE:**

- Knowledge of judiciary policies, practices, regulations and terminology related to court administration financial transactions (such as payment of Criminal Justice Act panel attorneys, non-appropriated funds, victim restitution, criminal debt management and payment for procured goods and services).
- Knowledge of the Criminal Justice Act (CJA) Payment Program, the CJA eVoucher processing guidelines, payment limitations, and functions and processes of the court.
- Knowledge and understanding of court documents.
- Knowledge and skill in the use of court automated case management system in order to obtain or research information needed to perform financial duties.
- Knowledge of basic accounting principles, internal controls and separation of duties.
- Knowledge of financial systems and how to use automated systems to perform day-to-day activities.
- Knowledge of accounts, procedures and applicable financial automated systems of the judiciary.
- Skill and accuracy in working with numerical calculations.
- Skill in bookkeeping principles and practices.
- Ability to understand relationships among accounts and how financial procedures relate to the overall business of the court unit.
- Ability to recognize errors and the probable causes.

The successful candidate has experience in most of the following software applications currently utilized by the Court: Microsoft Office (Word & Excel), Adobe Acrobat, and Internet Explorer/Mozilla Firefox.

**Benefits:**

The United States District Court offers a generous benefits package to full-time permanent employees which include:

10 Paid Federal Holidays	Long-Term Care Insurance (optional)
13 Days Paid Vacation (per year for the first three years)	Public Transit Subsidy Program (optional)
20 Days Paid Vacation (after three years)	Credit Union Participation (optional)
26 Days Paid Vacation (after fifteen years)	Life Insurance (optional)
13 Days Paid Sick Leave	Medical, Dental, and Vision Coverage
Thrift Savings Plan with matching funds (401k & Roth 401k style) (optional)	
Participation in Federal Employees Retirement System (FERS-FRAE)	
Health, Dependent & Commuter Reimbursement Programs (optional)	

**Conditions of Employment:**

Applicant must be a U.S. citizen or a permanent resident seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. Positions in the Federal Judiciary are excepted service appointments, are considered “at will” and can be terminated with or without cause.

The applicant selected will be subject to an FBI background check and continued employment contingent upon favorable suitability determination. A negative finding from the background check may result in termination of employment.

All information provided by applicants is subject to verification. Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

**Qualified applicants should submit one complete applicant’s packet which includes: a letter of interest, a current/detailed resume, and a completed Application for Judicial Branch Federal Employment (form AO 78, available on the court website).**

**All documents should be submitted as a single PDF with the reference number 16-24/CJASP to:**

*Christina Romano*  
*Human Resources Manager*  
*Email: districtcourt\_vacancy@ohsd.uscourts.gov*

**Please do not cut and paste your resume into your email.**

**If you fail to provide these documents, your application package will be considered incomplete and will not be considered any further.**

**Travel and relocation expenses will not be reimbursed.**

The Court reserves the right to amend or withdraw any announcement without written notice to applicants. The Court reserves the right to conduct interviews at any time prior to or after the closing date for receipt of applications. Only applicants selected to receive an interview will be notified by phone or e-mail.

**The United States District Court for the Southern District of Ohio is an Equal Opportunity Employer and values Diversity in the workplace.**