



## **POSITION VACANCY – 2017-3**

December 9, 2016

United States District Court  
Eastern District of Washington  
**Spokane, Washington**

### **COURT SERVICES SPECIALIST**

Court Personnel System Classification Level: CL 25  
Career Salary Range CL 25: \$39,171 (min.) to \$63,664 (max.)

Application Closing Date: Friday, January 6, 2017 – 5pm

#### **INTRODUCTION**

The United States District Court for the Eastern District of Washington is seeking qualified applicants for a full-time Court Services Specialist position. The Court Services Specialist performs various operational and technical functions inherent in the Criminal Justice Act (CJA) vouchering and payment process, coordinates the Contract Court Interpreter Program and serves as the Property Manager/Custodial Officer for the Court. Our fast paced prestigious environment consists of challenging, rewarding work and great training opportunities.

#### **REPRESENTATIVE DUTIES OF THE POSITION**

##### **CJA**

- Conduct technical and procedural compliance audits of 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.
- Apply rules and procedures regarding voucher preparation, authorization and disbursement.
- Maintain internal records and statistics regarding CJA payments for use by the Clerk's Office and the Court.
- Provide support to personnel in the use of the CJA eVoucher Payment Program and voucher processing.

##### **Court Interpreter Program**

- Oversee, coordinate and provide guidance on scheduling/hiring contract interpreters. Assist courtroom support and financial staff with the contracting and hiring of contract interpreters as needed.
- Maintain interpreter records, develop efficiencies for hiring/scheduling/paying interpreters, and assist with ensuring annual contracts are updated.

- Prepare and analyze a variety of reports.

### **Property Management**

- Generate and maintain Master Personal Property Record (MPPR) for furniture, office equipment and IT equipment.
- Conduct physical sightings and take inventory of all accountable property owned by the court unit using the MPPR as the basis.
- Make recommendations to disposal officer for disposition of furniture and equipment.
- Work with the IT department in receipt, management and disposal of IT property.
- Process and tag new accountable property.
- Notify the unit executive when an item has been lost, stolen, or damaged.

## **QUALIFICATIONS**

To qualify for the position of Court Services Specialist, a person must be a high school graduate or equivalent and must have at least four (4) years of progressively responsible legal and/or administrative work experience. Experience and judgment with accounting practices, property management and/or legal documents such as those found in a law office or other legal environment is preferred. Advanced skill in the use of computer applications, e.g., word processing, spreadsheet, desktop publishing is preferred.

Education above the high school level may be substituted for some of the general experience; one academic year equals one year of general experience.

The successful candidate must also possess:

- excellent interpersonal skills;
- excellent oral and written communication skills;
- strong grasp of numbers and statistics
- attentiveness to detail;
- ability to exercise mature judgment;
- ability to multitask under strict deadlines;
- ability to consistently demonstrate sound ethics and judgment.

## **POSITION REQUIREMENTS**

- Ability to lift 35 pounds
- Travel to Yakima and Richland, Washington and occasional travel outside the district will be required
- Ability to maintain confidentiality and communicate information accurately and in a timely manner with individuals within and outside the court.
- Knowledge of and skill in the use of personal computers and office equipment.
- Ability to coordinate, organize and manage a variety of tasks. Time management skills, including the ability to adjust to conflicting duties and demands with poise, tact and equanimity; establish and maintain good working relationships with others. Experience in listening to and interpreting information.

The successful candidate must be:

- a self-starter;
- highly organized;
- responsible;
- tactful;
- professional in appearance, demeanor and conduct;
- able to work harmoniously with others; and
- able to communicate effectively.

### INFORMATION FOR APPLICANTS

The [U.S. District Court Employment Application form](#) can be downloaded from the United States District Court's public web site at: <http://www.waed.uscourts.gov>.

Qualified applicants should email a U.S. District Court Employment Application, a letter of interest and a current resume, **as one document in PDF format** prior to the deadline, to:

[HR@waed.uscourts.gov](mailto:HR@waed.uscourts.gov)

**(Please include your last name and position vacancy number in subject line.)**

Applicants invited to interview must travel at their own expense. Relocation expenses are not reimbursable.

Employees of the United States District Court are required to adhere to the Code of Conduct for Judicial Employees, available to applicants to review upon request.

**The selected applicant must undergo an Office of Personnel (OPM) background investigation. Employee will be hired provisionally pending the results of the background investigation.** The Federal Financial Management Reform Act requires direct deposit of federal wages.

### Benefits

Benefits include 13-26 days of annual leave and 13 days of sick leave per calendar year, 10 paid holidays per year, immediate matching Thrift Savings Plan (the government's version of a 401K), pre-tax programs (health, dependent care and transportation), and insurance plans with guaranteed acceptance (i.e., health, life, disability, and long term care). Full information about benefits can be viewed [here](#).

## **The Eastern District of Washington**

The Eastern District of Washington is comprised of twenty counties east of the summit of the Cascade Mountains. The district includes approximately two-thirds of the land area of the state (41,960 square miles) and is home to 1,495,054 of its citizens (2010 census). The Eastern District of Washington has staffed courthouses in three locations: Spokane, Yakima, and Richland. The Court has four active district judges, six senior district judges, and two full-time magistrate judges.

The United States District Court reserves the right to modify the conditions of this vacancy announcement or to withdraw the announcement without prior notice.

**THE UNITED STATES DISTRICT COURT FOR THE EASTERN DISTRICT OF  
WASHINGTON IS AN EQUAL OPPORTUNITY EMPLOYER AND  
VALUES DIVERSITY IN THE WORKPLACE**