

**United States Bankruptcy Court
Northern District of Illinois
Vacancy Announcement**



Position: Financial Technician

Salary: CL 24/25 \$38,910 - \$69,839
(Commensurate with Qualifications)

Posting Date: December 1, 2016

Closing Date: Open until filled

**Preference will be given to applications received by December 14, 2016*

Posting Number: 16-19

Join the United States Bankruptcy Court's team of energetic, career minded professionals! The United States Bankruptcy Court for the Northern District of Illinois is accepting applications for a full-time Financial Technician. The Office of the Clerk offers an opportunity for self-motivated individuals with excellent interpersonal, automation, and analytical skills with a strong work ethic to launch or continue a career in public service. Our fast paced, prestigious environment consists of challenging and rewarding work, training opportunities, and the potential for advancement.

Position Overview: This full-time position is located in the Fiscal Department of the Clerk's Office of the United States Bankruptcy Court, Northern District of Illinois and reports to the Financial Administrator. The Financial Technician performs accounting and financial management duties in support of the financial operations of the Clerk's Office.

Representative Duties:

- Opening and closing the intake cash registers each day.
- Reconciling intake cashier drawers at the end of the business day.
- Preparing the daily deposit.
- Researching case dockets and records to determine payment to case trustee and outstanding fees due.
- Setting cases for hearings (for failure to pay filing fee).
- Verification of payments and docketing hearings in CM/ECF.
- Entering claimants for unclaimed funds.
- Other duties as assigned.

Minimum Qualifications:

To qualify as a CL-24 – One (1) year of specialized experience* equivalent to work at the CL-23. To qualify as a CL-25 – One (1) year of specialized experience* equivalent to work at the CL-24.

*Specialized experience is defined as progressively responsible experience in at least one but preferably two or more of the functional areas of financial management and administration such as budgeting, accounting, auditing, or financial reporting that demonstrate the ability to apply knowledge of rules, regulations, and terminology of financial administration.

Preferred Qualifications: Bachelor's degree in accounting, finance or related field from an accredited educational institution; 2-5 years of professional experience in a finance, accounting or related field; strong written and oral communication skills; excellent organizational and interpersonal skills; knowledge and proficiency in Excel, Word and other Windows based applications; ability to work successfully in a fast paced, team environment; attention to detail required.

About the Court: The United States Bankruptcy Court for the Northern District of Illinois is located in Chicago, Illinois, with a divisional office in Rockford, Illinois. The Court has ten judges in Chicago and one judge in Rockford. The Court is one of the busiest bankruptcy courts in the United States with over 47,000 cases filed in 2015.

Employee Benefits: The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees are considered AT-WILL and can be terminated with or without cause by the court. While court employees are not covered by federal civil service classifications or regulations, they are, however, entitled to the same benefits as other federal employees. These benefits include: 13 days paid vacation for the first three (3) years of employment, 20 days after three (3) years, 26 days after (15) years; 13 days paid sick leave per year; 10 paid holidays per year; choice of medical, dental and vision coverage from a wide variety of plans; life insurance options; Federal Employees Retirement System; immediate participation in the Thrift Savings Plan (401K plan); optional participation in the Judiciary's Long Term Care Insurance Program; optional participation in the Judiciary's Flexible Spending Program; Commuter Benefit Program (dependent on fiscal year funding); Continuing Education Assistance Program (dependent on fiscal year funding).

Notice to Applicants: The final candidate will be required to satisfactorily complete a criminal background investigation. The Court requires employees to adhere to the Code of Conduct for Judicial Employees which is available at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>. Direct deposit is

required for employee salary compensation. Applicants must be United States citizens or eligible to work in the United States. The Court is a smoke free environment.

How to Apply: In order to be considered for this position, go to

<https://tdi.ilnb.uscourts.gov/wwwroot/Employment/appform.cfm?ref=ba21c8dc&pos=16-19>

complete all questions and attach **in pdf format** your cover letter, resume, references and the Judicial Branch Federal Employment Application (AO 78).

Applications for Judicial Branch Federal Employment (AO78) may be obtained from the Court's website at:

https://tdi.ilnb.uscourts.gov/wwwroot/Employment/application_for_employment.pdf

Note to ILNB applicants only: Please complete all questions and attach your cover letter and resume **in pdf format**.

Incomplete application materials will not be accepted. No facsimiles will be accepted.

Only applicants who are selected for interviews will be contacted by the Court. Applicants selected for interviews must travel at their own expense or be interviewed via telephone and/or video conference.

The United States Bankruptcy Court reserves the right to amend the conditions of this job vacancy announcement, or to withdraw the announcement at any time without prior written or other notice.

The United States Bankruptcy Court is an Equal Opportunity Employer.