



United States Courts District of Montana

Vacancy Announcement 01D:2024

Position Title:	Financial Criminal Debt Specialist
Duty Station:	Billings, Browning, Butte, Glasgow, Great Falls, Hardin, Helena, or Missoula
Starting Grade/Salary*:	CL 27 \$58,030 - \$94,338
Announcement Date:	February 20, 2024
Application Deadline:	March 8, 2024
Anticipated Start Date:	March 18, 2024

*Starting salary and grade will be determined based on experience and qualifications. Applicants selected from outside the judiciary generally start in the developmental range for a CL 27 (\$58, 030 - \$71,948). Qualified office staff currently employed by the Federal Judiciary are encouraged to apply for a transfer and may be eligible for compensation beyond that of the developmental range.

Representative Duties:

This position is in the shared services department supporting the District Court, Bankruptcy Court and Pretrial and Probation Office for the District of Montana. The employee will be responsible for learning and performing a variety of progressively responsible duties that will contribute to the overall daily financial and accounting operations of the office, including compliance with appropriate guidelines policies, and internal controls. Duties include but are not limited to: processing criminal debt payments including reviewing court documents, working with other agencies, disbursing funds to victims, reconciling accounts, providing customer service to victims or their representatives; complying with internal controls and government financial management requirements; and complying with the court's confidentiality and ethics requirements. The incumbent performs other duties as assigned. Occasional travel to divisional offices for meetings and training is required.

Education and Experience Qualifications:

Minimum requirements: Completed associates degree in finance or accounting or two (2) years of related work experience. For placement above the minimum, at least two years of specialized experience.

Specialized experience: Progressively responsible experience in at least one of the functional areas of financial management and administration such as budgeting, accounting, auditing, or financial reporting that provided knowledge of rules, regulations, and terminology of financial administration.

Preference will be given to applicants with criminal debt experience. Bachelor's degree in finance or accounting, or government finance experience is also preferred.

Desired skills: Successful applicants will have a high level of competency using automated financial management systems; accurate typing and data entry skills; strong organizational and time management skills; excellent verbal and written communication skills.

Conditions of Employment:

As a condition of employment, the selected candidate must successfully complete a ten-year background investigation and every five years thereafter will be subject to an updated investigation similar to the initial one. Any position offer will be considered provisional until a full suitability determination can be made.

Applicant must be a United States citizen or eligible to work in the United States. All application information is subject to verification. Employees of the United States Courts are considered “at will” employees and are not covered by the Office of Personnel Management’s civil service classification system or regulations. Court employees are required to adhere to the [Code of Conduct for Federal Judicial Employees](#). This position is subject to mandatory electronic funds transfer for payroll direct deposit.

Application Procedure:

Qualified applicants should submit electronically only the following materials in PDF format:

- A letter of application summarizing the applicant’s qualifications;
- A current resume detailing relevant experience, dates of employment and functions performed;
- A completed application for judicial branch employment, form AO-78. (Note: the last page of the AO-78 requires a conventional signature); and
- A list of at least three professional references, which can be incorporated into the resume.

Applications should be submitted via the Online Application Portal:

<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=p4ezazbn&pos=01D:2024>

Please contact Susie Johnston if you require alternative application submission options at 406-542-7113 or email Susanne_Johnston@mtd.uscourts.gov

The Court will provide acknowledgement of received applications immediately via a message on the application portal when an application is submitted. Due to the expected volume of applications further communication will be limited to those applicants chosen for additional screening and/or interviews.

The United States Courts are an Equal Opportunity Employer.