



## JOB OPPORTUNITY

### UNITED STATES DISTRICT AND BANKRUPTCY COURTS FOR THE DISTRICT OF COLUMBIA

**Position Title:** Management Analyst  
**Grade/Salary Range:** CL-26/27 (\$60,266 - \$107,614)

#### How to Apply:

Qualified individuals for this “at will” position must submit the following:

- A cover letter detailing how your experience relates to the position requirements
- [AO-78, Federal Judicial Branch Application for Employment](#) (can be downloaded from [www.uscourts.gov](http://www.uscourts.gov))
- A resume detailing all relevant experience, education, and skills

Failure to submit a complete and signed cover letter, AO-78, and resume will result in immediate disqualification. Description of Work section of the AO-78 must be completed to include salary information. Indicating “see resume” is not acceptable. Incomplete and/or unsigned applications will not be considered, returned, or retained. Only applicants selected for an interview will be contacted and must travel at their own expense. One application per candidate will be accepted for this announcement.

Applications may be mailed, or hand delivered to:

United States District and Bankruptcy Courts  
Attn: Human Resources (2023-22)  
333 Constitution Avenue, NW, Room 2712  
Washington, DC 20001

Or via e-mail to: [DCD\\_HumanResources@dcd.uscourts.gov](mailto:DCD_HumanResources@dcd.uscourts.gov)

For questions, please contact the Human Resources Department at 202-354-3200. For a full list of vacancies, please see our website: <https://www.dcd.uscourts.gov/employment>.

**Announcement No.:** 2023-22

**Position Location:** Washington, DC

#### Position Information:

Full-time, permanent, Excepted Service, one position available

#### Area of Consideration:

Open to all qualified sources

**Open Date:** October 30, 2023

**Closing Date:** Open Until Filled



*Our mission at the Clerk's Office is to fulfill the expectations of the public and the judiciary by providing exceptional service, while consistently upholding the administration of justice.*

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## **ABOUT US**

The United States District and Bankruptcy Courts for the District of Columbia is recruiting for a Management Analyst to join its Clerk's Office team. The team works in a dynamic, fast-paced environment serving both a Bankruptcy Court constantly leveraging technology for the benefit of customers, and a District Court often referred to as the second most important in the nation given the vast number of high-profile cases over which the judges preside. The ideal candidate is a mature, self-motivated, career-oriented professional eager to grow with us, and the federal judiciary as a whole. The candidate must also share in the Clerk's Office's Vision and Mission of "providing exceptional service while upholding the administration of justice." Finally, to assist you in achieving all your career goals with us, we offer our staff tuition assistance as the budget allows. Please see the Benefits section of this announcement for additional benefits.

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## **JOB SUMMARY**

This position is located in the United States District and Bankruptcy Courts for the District of Columbia Clerk's Office Administrative Services Division and reports to the Chief Deputy of Administration.

The incumbent works across three departments, Budget, Procurement and Facilities, and Finance to assist with assignments and projects that require multi department collaboration. These divisions report to a Financial Director that has responsibility for the procurement, budget, and financial operations and will provide input on the incumbent's work products. The teams of these departments perform a high volume of transactional processing work that requires interpreting and applying complex rules and regulations, maintaining a high level of processing accuracy, attention to detail and timeliness, and providing excellent customer service. The incumbent will focus on projects that work across the departments, creating opportunities for process improvement and procedures that increase efficiency. Additionally, the incumbent is responsible for inventory control, internal controls, financial system access rights, identifying segregation of duties issues and making recommendations for resolution, contract interpreter procurement, assisting with the yearly self-assessment (internal audit) and the cyclical audit (external audit), and nightly close out, reconciliation, and deposit of collections. Assist in writing and/or revising operating procedures for procurement and facilities, budget, and financial management.

The Management Analyst position performs and coordinates administrative, technical, and professional work related to the budget, procurement, and facilities, financial, and accounting activities of the court, including ensuring compliance with the appropriate guidelines, policies, and internal controls. The employee also prepares, updates, and analyzes a variety of budget, procurement, and accounting records, financial statements, and reports; creates contract court interpreter obligations and vouchers; updates and maintains inventory records, closes out the cashiers and prepares the deposit, supports the Chief Deputy of Administration with cross department initiatives. At this level the incumbent is expected to be an expert of the budget, procurement and facilities, and finance departments and can identify departmental inefficiencies. The Management Analyst will develop process improvement recommendations for the Financial Director, Chief Deputy of Administration, and the Clerk of Court's review and approval.

This position requires regular interaction with judges, court managers, Administrative Office personnel, U.S. Attorney's Office, Bureau of Prison, other governmental agencies, bank personnel, and the general public.

Situational telework may be available; however, this is not a full-time telework position.

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## DUTIES AND RESPONSIBILITIES

### CL-26:

- Manage the court contract interpreter procurement process. This would include working with the Court Interpreter to identify the court's requirements/needs for contract interpreter resources and procuring the required resources consistent with judiciary policy and guidelines for contract interpreters. Review and approve service submitted on contract interpreter invoices and travel vouchers were received, satisfactory, and consistent with judiciary policy and guidelines. Assist the Court Interpreter in managing the contract interpreter scheduling.
- Work with the Procurement and Facilities Administrator to receive all procurement training necessary to maintain contracting officer certifications necessary to procure interpreter services.
- Assist with the recommendations of cyclical replacement of accountable property (i.e. equipment, furniture, etc.) and services that contribute to the professional appearance of the court building (i.e. carpet, paint, etc.).
- Ensure that appropriate internal controls and separation of duties for disbursement, transfer, recording, and reporting of monies are followed, as well as adherence to the *Guide to Judiciary Policy* on financial and accounting practices.
- Maintain, reconcile, analyze, and archive financial files, records, and accounts.
- Assists with monthly reconciliation of receipts and disbursements to ensure previous month's records are balanced accurately.
- Perform accounts payable and accounts receivable duties (e.g. Treasury Offset Payments and IPAC reports); have responsibility for the accuracy and accountability of monies received and disbursed by the court. Apply rules and procedures regarding voucher preparation, authorization, and disbursement. Prepare, update, examine, and analyze a variety of regular and non-standard reports. Design, develop, and maintain spreadsheet formats and programs for analyzing financial information for the court.
- Provide guidance and assistance on judiciary travel regulations, procedures, and the preparation of travel authorizations and vouchers to court employees and chambers. Research and respond to all travel-related audit inquiries and requests for information and documentation in conjunction with the Administrative Office. Maintain a travel authorization and advance tracking system to ensure that travel claims are submitted within the required time frame for reimbursement and/or payment.
- Maintain inventory and distribution of controlled items including non-cash collateral.
- Enter and maintain vendors in JIFMS, responsible for the full vendor administration process.
- Responsible for completing any special projects as needed.
- Performs other duties as assigned.

## CL-27:

- Assist with the formulation, evaluation, and implementation of policies, procedures, and protocols related to financial operations throughout the court/office.
- Perform reviews to ensure that the court unit is in compliance with the *Guide to Judiciary Policy*, internal controls, and generally accepted accounting principles. Prepare documents to identify findings and develop written recommendations for changes.
- Maintain, reconcile, and analyze accounting records, consisting of a cash receipts journal, registry funds, and deposit funds, as well as subsidiary ledgers for fiscal records. Review and/or perform accounts payable and accounts receivable duties; have responsibility for the accuracy and accountability of monies received and disbursed by the U.S. Treasury. Prepare, update, examine, and analyze a variety of regular and non-standard reports as requested by any court unit, Administrative Office, U.S. Treasury, financial institutions, or other organizations or agencies. Design, develop, and maintain spreadsheet files and programs for analyzing financial information for the court.
- Maintain control over cash registers, as well as collecting and balancing cash drawers. Count monies received and process receipts and deposits in appropriate bank accounts. Conduct quality review and provide training to intake clerks regarding practices and procedures for financial transactions.
- Prepare reports and forms by compiling information. Use accounting software and systems to record, store, and track information.
- Coordinate work efforts with other financial specialists in the Financial Director and Financial Administrator's absences.
- When called upon to do so, assume the duties of the Financial Director and Financial Administrator in their absences.
- When called upon to do so, assume the duties of the Budget Administrator in their absence.
- When called upon to do so, support the Procurement and Facilities team in the absence of the Procurement and Facilities Administrator.
- Assist and train other court employees in the use of the automated accounting systems.
- Responsible for completing any special projects as needed.
- Performs other duties as assigned.

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## QUALIFICATIONS

**Required Education:** A bachelor's degree from an accredited four-year college or university is required.

### **Required Specialized Experience:**

**To qualify for the CL-26:** The candidate must also possess a minimum of two years of specialized experience.

**To qualify for the CL-27:** The candidate must also possess a minimum of three years of specialized experience.

Specialized experience includes progressively responsible experience in or closely related to the position's work that has provided the particular knowledge, skills, and abilities to perform the position's duties successfully.

**Preferred Experience:**

The ability to communicate effectively both orally and in writing is critical. Must have excellent interpersonal skills and be able to effectively communicate with staff; must be able to maintain complete and highly accurate records and files.

Excellent organizational skills, the ability to respond to requests on short notice, and the ability to manage multiple tasks and stringent deadlines are essential.

Must exercise good judgment, flexibility, and initiative.

Legal or court accounting experience highly preferred.

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**BENEFITS**

Full-time employees of the United States District and Bankruptcy Courts for the District of Columbia are eligible for a full range of benefits to include:

- A minimum of 11 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Family and Medical Leave Act and Paid Parental Leave after 12 months of federal, civilian service
- Federal Employees' Retirement System (FERS)
- Optional participation in the Thrift Savings Plan (TSP), the Federal Employees Health Benefits Program (FEHBP), Federal Dental and Vision Insurance Program (FEDVIP), the Federal Employees' Group Life Insurance (FEGLI), the Flexible Benefits Program, the Commuter Benefit Program, and SmartBenefits (mass transit subsidy up to \$315 per month)
- Employee Recognition Program, budget permitting
- Tuition Assistance, budget permitting
- Workers' Compensation Program
- On-site physical fitness facility
- Flexible work schedule
- Federal Occupational Health Services Program (FOH)/ On-site Health Unit
- Employee Assistance Program (EAP)/Work Life Services
- Virtual Learning through the Judiciary Online University
- Student Loan Forgiveness for Public Service Employees

- Priority enrollment for children beginning at three months of age until kindergarten of all employees of the United States Courts in the Thurgood Marshall Child Development Center (TMCDC)

*For more detailed information about Federal Judiciary benefits, please go to [www.uscourts.gov/careers/benefits](http://www.uscourts.gov/careers/benefits).*

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## **CONDITIONS OF EMPLOYMENT**

United States citizenship is required for consideration for this position.

Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).

Employees of the United States District and Bankruptcy Court for the District of Columbia are excepted service appointments. Excepted service appointments are “at will” and can be terminated with or without cause by the court.

Employees are required to use the Electronic Funds Transfer (EFT) for payroll deposit.

Final candidates will undergo a background check and must successfully complete a Moderate Risk Background Investigation (MBI), a five-year investigation with five-year periodic updates.

Selection will be made consistent with the provisions of the Equal Employment Opportunity Plan adopted by the United States District and Bankruptcy Courts for the District of Columbia.

*Revised January 30, 2024*