United States District Court
District of Puerto Rico
Clerk's Office

Frances Moran, Esq.
Clerk of Court

150 Carlos Chardon Street
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Vacancy Announcement 13-07

AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES

Position Title:	CJA Technician
Position Type:	Full-time / Temporary
	This position may be reclassified as a permanent position without further need to advertise
Grade:	Classification Level CL-24
	Depending Upon Qualifications and Experience
Salary:	$34,356.00 + 4.20% Cost of Living Allowance
Open Date:	Monday, November 4, 2013
Closing Date:	Friday, November 15, 2013

POSITION OVERVIEW

The United States District Court for the District of Puerto Rico is seeking applicants for a temporary Criminal Justice Act (CJA) Technician position. The CJA Technician provides help desk support for routine and complex troubleshooting problems for the Electronic Voucher Processing Application (eVoucher). The incumbent assists in the administration of the Court's Criminal Justice Act Payment Program, ensuring compliance with 18 U.S.C. §3006A. This position reports directly to the Court Unit's Administrative Manager in the Finance area.

REPRESENTATIVE DUTIES

A CJA Technician performs the following duties: Responds to eVoucher help desk calls and e-mails, and logs application problems; Provides information and assistance to end users on eVoucher application. Assists and conducts legal research 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, as applicable; Serves as liaison with Judicial Officers, the Federal Public Defender, CJA panel attorneys, the Administrative Office of the US Courts, Court Reporters, and other persons and entities regarding the submission and processing of CJA vouchers; Manages the flow of vouchers, develops and implements changes to expedite processing, reviews vouchers and develops procedural manuals; Assists in preparing reports and forms by compiling information. Keeps current with CJA guidelines and reference materials and assists with updating judges, clerk's office personnel, and CJA panel attorneys regarding changes; Provides training to CJA panel attorneys on voucher processing and payment.

QUALIFICATIONS

To qualify for this position the candidate must have a minimum of two (2) years of specialized experience.

SPECIALIZED EXPERIENCE

Progressively responsible experience clerical or administrative experience that provides knowledge of the rules, regulations, practices and principles of financial administration and/or accounting; and involves the routine use of automated financial and accounting systems or other computer based systems and applications such as word processing, spreadsheets, or database applications.

PREFERRED QUALIFICATIONS

- **A SOLID INFORMATION TECHNOLOGY BACKGROUND AND EXPERIENCE IS INDISPENSABLE.**
- Possess a Bachelor's Degree in accounting or related field from an accredited college or university.
- Some legal or law related experience is desirable.
- Ability to interact effectively with others, providing customer service and resolving difficulties while complying with regulations, rules, and procedures.
- Ability to analyze material and apply procedural rules.

APPLICATION PROCESS

Qualified persons are invited to submit a letter of interest, along with a resume and completed AO78 form (Application for Judicial Branch Federal Employment), available in the Clerk's Office or on our website www.prd.uscourts.gov. The announcement number must be clearly indicated on the front page of your letter of interest and application. The letter of interest, along with the resume and AO-78 form, may be hand-delivered or mailed to:

United States District Court-PR
Attn: Agnes Ferrer-Auffant
Human Resources Manager
150 Carlos Chardon Street
Federal Building Room 150
San Juan. PR 00919-1787

or e-mailed to: vacancies@prd.uscourts.gov

All applications must be submitted by the close of business (5:00 pm) Friday, November 15, 2013. E-mailed documents must be submitted in PDF format, WordPerfect or MS Word. Due to the anticipated volume of applications, only applicants selected for an interview will be notified.

NO TELEPHONE CALLS WILL BE ACCEPTED.

CONDITIONS OF EMPLOYMENT

- ✓ Applicants must be citizens of the United States of America or be eligible to work in the United States.
- ✓ Employment will be considered provisional pending the successful completion of a FBI Fingerprint Background Check.
- ✓ Employees of the United States District Court are Excepted Service Appointments. Excepted service appointments are at will and can be terminated at any time by the Court.
- ✓ This position is subject to mandatory EFT participation for payment of net pay.
- ✓ Reimbursement of relocation expenses is not permitted under Judicial Conference Policy in effect at this time.

The United States District Court is an Equal Opportunity Employer