

**UNITED STATES COURT OF APPEALS
ELEVENTH CIRCUIT**

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| Announcement #16-1: | SUPERVISOR – BUDGET/FINANCIAL/PROCUREMENT |
| Opening Date: | February 12, 2016 |
| Closing Date: | March 4, 2016 (or until filled) |
| Salary Range (CL 28): | \$59,394-\$83,552 |
| Salary placement level depends on experience. | |

The Clerk's Office has an opening for a **Supervisor – Budget/Financial/Procurement**. Persons interested in applying for this position should submit a cover letter and resume highlighting knowledge, skills, experience and qualifications as they pertain to this position by **March 4, 2016 (or until filled)** to:

Cheryl Vessels
Human Resources Manager
Eleventh Circuit
United States Court of Appeals
56 Forsyth Street, NW
Atlanta, Georgia 30303

The selected candidate will be subject to a background check as a condition of employment.

DUTIES AND RESPONSIBILITIES: The Supervisor – Budget/Financial/Procurement supervises financial, procurement, and reception staff and performs work related to the financial functions of the court, ensuring accuracy and completeness of data, and quality of service. The incumbent serves as a first-line supervisor, and ensures compliance with the appropriate guidelines, policies, regulations, and internal controls. The Supervisor – Budget/Financial/Procurement works closely with the Clerk, Chief Deputy Clerk, and Administrative Manager.

QUALIFICATIONS: For placement at CL 28 step 1 through step 25, high school graduation, or the equivalent, plus three years specialized experience, including at least one year equivalent to work at CL 27 level. Salary placement level depends on experience.

GENERAL EXPERIENCE: Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

SPECIALIZED EXPERIENCE: Progressively responsible experience in at least one but preferably two or more of the functional areas of financial management and administration (budgeting, accounting, auditing, financial reporting, etc.) that provided a knowledge of the rules, regulations, terminology, etc. of the area of financial administration; the ability to handle financial issues in a confidential manner; excellent written and oral communication skills, including the ability to relay financial data clearly to non-financial personnel; superior interpersonal skills, with an ability to build, motivate, and lead a dynamic team; ability to problem solve and exercise mature and decisive judgment; must be dependable and possess a professional and positive attitude; must be detail-oriented with superior organizational and analytical skills. A bachelor's degree in accounting, finance, or related field from an accredited college or university; knowledge of government accounting practices, procedures, and principles; three years of experience in a supervisory or managerial capacity; knowledge of legal terminology, federal court processes, and functions of the court are preferred skills. Proficient computer skills (i.e., financial applications, spreadsheet, word processing) highly desirable.

Experience Substitutions: Excess specialized experience may be substituted for required general experience.

Educational Substitutions: Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience. Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience.

EMPLOYEE BENEFITS

Employees of the United States Courts are entitled to the same benefits as other federal government employees. They are not part of the Civil Service system, however. Some of the benefits of federal service are:

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| PAID VACATIONS | From 13 to 26 days per year depending on length of federal service. |
| PAID HOLIDAYS | 10 days per year |
| SICK LEAVE | 13 days per year |
| HEALTH INSURANCE | Employees may participate in the Federal Employees Health Benefits Program (FEHBP), and may choose from plans provided by several insurers. The government contributes up to 75% of the premium, depending on the plan selected. |
| DENTAL/VISION INSURANCE | Employees may participate in the Federal Employees Dental and Vision Insurance Program (FEDVIP), which is a supplemental insurance program. Premiums are paid in full by the employee, however, the premium is deducted on a pre-tax basis. |
| LIFE INSURANCE | Employees may participate in the Federal Employees Group Life Insurance Program (FEGLI). |
| FLEXIBLE BENEFITS | Employees may participate in the Federal Judiciary Flexible Benefits Program which includes (1) a Premium Payment Plan which offers employees the choice of having health insurance premiums deducted from their pay either pre-taxes or after-taxes, and (2) a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses. |
| LONG-TERM CARE INSURANCE | Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community based care, nursing home care, hospice care and caregiver benefit. Spouses, parents, parents-in-law, grandparents, and grandparents-in-law are also eligible. |
| WITHIN-LEVEL SALARY INCREASES | Within each salary classification level there are 61 "steps." Based upon performance, employees within the Developmental Range (steps 1-24) are eligible for step increases every 13 pay periods and employees within the Full Performance Range (steps 25-61) are eligible for step increases annually. |
| TIME IN SERVICE | Time in service with other federal agencies and prior military service is credited for the purpose of computing employee leave and retirement benefits. |
| RETIREMENT | Newly-hired employees contribute 12.05% of their salary toward a retirement plan under the Federal Employees Retirement System, to which the government also contributes. Of that 12.05%, 6.2% goes to social security, 1.45% goes to Medicare, and 4.4% goes to the FERS Basic Benefit Plan. Employees may also participate in a voluntary tax-deferred Thrift Savings Plan [similar to "401(k)" plans]. Benefits are generally available upon retirement at age 60 with 20 years of service or at an earlier age with 30 years of service. Reduced benefits may be available with fewer years of service. Specific details are available upon request. |

THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS