

UNITED STATES PROBATION OFFICE

Eastern District of Texas

Financial Specialist I

Vacancy Announcement # 25-10

External/Internal



Posting Date:	May 28, 2025	Salary:	CL 25/26 \$48,890 - \$95,105
Closing Date:	June 16, 2025	Location:	Any Division within ED/TX
Type:	Permanent Full-Time	Entrance on Duty:	TBD

Introduction

The United States Probation Office for the Eastern District of Texas has an immediate opening for a full-time Financial Specialist I to include administrative support duties as assigned. The incumbent is hired by the Chief Probation Officer and works directly for the U.S. Probation Office. This position offers promotion potential up to CL-27 without further competition. More than one position may be filled from this vacancy announcement.

The Financial Specialist performs and coordinates administrative, technical, and professional work related to financial and accounting activities of the court, including ensuring compliance with appropriate guidelines, policies, and internal controls. The incumbent performs accounts payable duties and maintains required records in accordance with court policies and approved internal controls.

Representative Duties

Representative duties are intended to illustrate the major duties and responsibilities performed by this position. These duties may be adjusted, and additional duties may be added based on the operational needs of the agency. Responsibilities of the Financial Specialist may include but will not be limited to:

Maintain, reconcile, and analyze accounting records related to treatment services as well as subsidiary ledgers for allotments and other fiscal records. Review and perform accounts payable duties. Assist in the preparation, update, examination, and analysis of a variety of regular and non-standard reports as requested by court units, Administrative Office, U.S. Treasury, financial institutions, or other organizations or agencies. Design, develop, and maintain spreadsheet formats and programs for analyzing financial information for the court. Prepare, update, examine, and analyze a variety of reports as requested including submitting ESFR in InfoWeb. Ensure appropriate internal controls for disbursement of monies are followed. Reprogram funds and serve as Vendor Administrator. Review vouchers for payment related to expenses incurred by the court for appropriateness of payment. Review travel authorizations and process travel vouchers in JIFMS in accordance with judiciary travel regulations. Assist in airline reservations for employees and provide guidance relating to travel. Monitor travel fund obligations and provide authorization and assistance to travelers using the court's Centrally Billed Account. Accept responsibility for files and documents related to the monetary aspects of case management. Assist in the annual revision of the Court's Internal Control Manual to ensure compliance with the *Guide to Judiciary Policy*. Maintain complete, accurate, and relevant budget and financial management records for audit and

reporting purposes. Assist with oversight of financial operations to ensure compliance with internal controls, policies, and procedures. Act as a Level 1 Approving Officer.

Assist Treatment Specialists with the new FY solicitations, including PACTS data entry of new and updated contracts and pricing information. Enter urinalysis testing records in PACTS and maintain same. Maintain inventory of urinalysis testing supplies for local offices and vendors. Validate and ensure accurate submission of billing documents from the providers to ensure the appropriate disbursement of funds. Assist with contracting and procurement services related to treatment services. Prepare reports and forms by compiling information. Use accounting software and systems to record, store, and track information. Comply with guidelines, procedures, and policies established by the Administrative Office and the court unit.

Work Environment/Physical Demands

Work is performed in an office setting and may require travel to other offices or off-site locations.

Required Education/Work Experience/Skills

At a minimum, candidates must have a high school diploma or equivalent. Two years progressively responsible clerical, office, or other work that indicates the ability to work independently and to set priorities across multiple assignments, as well as to work cooperatively in a team environment. Knowledge of and experience using Sharepoint Online, Microsoft Office, and Adobe Acrobat. Ability to consistently demonstrate sound ethics and judgment. Ability to communicate effectively (orally and in writing).

Preferred Education/Work Experience/Skills

Associate or bachelor's degree from an accredited college or university in a field of study, such as finance, accounting, business, or public administration. Prior experience in the federal judiciary or a state or federal agency. Familiarity with the federal judiciary financial systems and procedures. Knowledge of federal appropriations law and practices.

Qualifications

To qualify at the CL-26 level, three years specialized experience including at least one-year equivalent work at the CL-25 level is required. One year of specialized experience may be substituted by a bachelor's degree in accounting, finance, business, public administration, or related field from an accredited college or university. Applicants currently at CL-24 are qualified but if selected must spend one year at the CL-25 level with satisfactory performance before being promoted to the target grade of CL-26.

Employee Benefits

The Federal Judiciary offers generous federal employee benefits which includes:

- 13 to 26 paid vacation days, 11 paid holidays, and 13 days of sick leave annually. Paid parental leave after 12 months.

- Optional participation in Federal Employees Health Benefits plan (health, dental, and vision); Federal Employees Group Life Insurance; Flexible Benefits Program (pre-tax contributions for health care and dependent care expenses).
- Participation in the Federal Employees Retirement System (FERS). Optional participation in Thrift Savings Plan (up to 5% employer matched contributions).
- Public Service Loan Forgiveness program pursuant to the terms of the [PSFL](#) program.

For more benefit information visit [Judiciary Benefits](#).

Additional Information

The United States Probation Office is part of the Judicial Branch of the United States Government. Judiciary employees serve under excepted appointments (not civil service) and are “at will” employees. This position is subject to mandatory Electronic Funds Transfer for payroll deposit. All offers of employment are provisional pending successful completion of a background check or investigation and a favorable employment suitability determination on the initial investigation. Employees are subject to updated background investigations every five years. An unfavorable investigation at any point during employment may lead to removal.

An applicant must be a U.S. Citizen or eligible to work in the United States. Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. 1324(a)(3)(B), which requires applying for citizenship within six months of becoming eligible and completing the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years and eligible to apply for citizenship must execute an affidavit that they intend to apply for citizenship when they become eligible.

Only those candidates selected for testing will be contacted.

Procedures for Applying

Provide only the documents requested below in a single PDF file. The file shall be named your last name and the announcement number, i.e., Smith 25-10.

1. Cover letter of no more than two pages with a brief narrative describing why you are a suitable candidate for this position.
2. Resume
3. A complete
4. Five professional references
5. If applicable, a copy of your college transcript(s) with the qualifying degree(s) and date(s) awarded clearly highlighted or circled.

Please submit the above documents in one PDF via email at TXEP-HR@txep.uscourts.gov by COB on June 16, 2025.

The U.S. Probation Office reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief U.S. Probation Officer may select a candidate from the original qualified applicant pool.

The U.S. Probation Office is an Equal Opportunity Employer.