



**United States District Court
Eastern District of Wisconsin
Office of the Clerk
Milwaukee Division**

Vacancy Announcement#: 26-01

Financial Specialist

CL-25 - \$51,621 - \$83,940 *

***Starting salary usually in the low to middle portion of the range, based on qualifications and experience**

Future promotional opportunity to CL-26 without further competition

Position open until filled; preference given to packets received by 02/18/2026

Position Overview

This position is in the Clerk's Office of the U.S. District Court in Milwaukee, WI, and reports to the Financial Administrator. The Financial Specialist assists in performing and coordinating administrative, technical, and professional work related to financial and accounting activities of the court. This includes compliance with appropriate guidelines, policies and internal controls.

Representative Duties

- Assist in maintaining, reconciling, and reviewing accounting records, consisting of a cash receipts journal, registry and deposit funds, as well as subsidiary ledgers. Perform basic accounts payable and accounts receivable duties. Use accounting software to record, store, and track financial records.
- Adhere to appropriate internal controls for receipting, disbursement, transfer, and recording of monies. Ensure compliance with internal controls, policies, and procedures.
- Preparation and processing of daily check deposits, weekly cash deposits, and the daily reconciliation of cash drawers.
- Process payments received by mail, including the processing of returned checks and returned mail.
- Review, evaluate, and verify accuracy of invoices. Process payments in the court's financial system, including payments to vendors, travel vouchers, jury payments, and case-related disbursements.
- Assess requests for goods and services, ensuring they are allowable under internal policies. Coordinate supply orders with Contracting Officers. Receive and inventory supplies ordered by Contracting Officers.
- Assist with procuring supplies, equipment, services, and furnishings from sources through new contracts, competitive bids, or existing government contracts. Plan and coordinate timing and delivery of purchases.
- Assist with internal space and facilities related projects, including accompanying service providers, contractors, and delivery personnel that have business with the court.
- Provide customer service to victims and their representatives. This includes working with the U.S. Attorney's Office and U.S. Probation office to reconcile financial records.

Minimum Qualification Requirements

Requires a minimum of two (2) years of experience in progressively responsible financial, administrative, technical or professional positions, preferably in a court or legal setting. Education may substitute for experience up to one (1) year. Proficiency with Microsoft Office applications. Advanced skill in written and oral communications, including the writing, editing, and proofreading of documents. Knowledge of, or willingness to learn, court rules, policies, and procedures. Work requires regular lifting of boxes and moving furniture and equipment.

Ability to maintain confidentiality and work with a variety of individuals and agencies. Bachelor's degree preferred.

The ideal applicant will possess the following: outstanding customer service skills, ability to prioritize, excellent communication skills (written and verbal), ability to always maintain a professional appearance and demeanor, ability to show initiative and accountability, flexibility, and willingness to work harmoniously with others in a team-based organization.

Information for Applicant

Position will remain open until filled, with preference given to applications received by February 18, 2026. Only candidates selected for an interview will be contacted. Submit single PDF to:

employment@wied.uscourts.gov including:

1. Cover letter,
2. Resume, and
3. Form AO 78, Federal Judicial Branch Application for Employment, available at:

<https://www.uscourts.gov/forms-rules/forms/application-judicial-branch-federal-employment>

- Applicants must be U.S. citizen or eligible to work in the United States
- Federal benefits package
- Employees are required to use the Electronic Fund Transfer [EFT] for payroll deposit
- The selected candidate will be subject to a background check as a condition of employment
- Employees of the United States District Court are “at will” employees and are not included in the Government’s Civil Service Classification