



# NOTICE OF POSITION VACANCY

## FINANCIAL ASSISTANT

(PART TIME)

Monday - Friday, Five Hours Daily ( Preferably Mornings)

Job Announcements 2001-04

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SALARY RANGE: CL24/ \$16,211.00 to \$26,338.00 (Depending on qualifications)

CLOSING DATE: April 16, 2001 @ 5:00 P.M.

The Clerk of Court Office in Cheyenne, Wyoming is currently accepting applications for a Financial Assistant. The successful applicant will be responsible for the following duties:

- Audits and enters receipts in to financial system. Balance cash reports and verifies receipts with mail log. Enters confirmed deposit slip into system.
- Enters purchase orders into financial system and distributes copies. Prepares voucher and verifies check with invoice and mail checks.
- Audits and enters juror information into financial system. Enters into system attendance, mileage and subsistence from check-in report. Prepares vouchers.
- Enters and maintains all pertinent information from criminal judgments and prisoner litigation orders.
- Prepares and reconciles ledgers for court registry.
- Other duties as assigned.

### Qualifications:

- Applicant must be a high school graduate or equivalent and must have two years of general experience. General experience is progressively responsible general office experience, which provides a knowledge of general office practices such as keyboarding, filing, telephone usage, and record keeping. Applicant must also have one year specialized experience. Education above the high school level may be substituted for required general experience.
- Applicant should have good knowledge of accounting practices and procedures.
- Applicant should have computer experience
- Legal knowledge helpful.
- Individual should be detail oriented.

**Information:**

- The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice.
- This position is subject to mandatory participation for payment of net salary, i.e., Direct Deposit. Employees of the United States District court are required to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.

**How to apply:**

Application form with cover letter to be submitted to:

United States District Court  
Attention: Chief Deputy  
P. O. Box 727  
Cheyenne, Wyoming 82003  
(307) 772-2145

Note: Applicants selected for interviews will receive a letter or phone call to set up an interview.

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

