

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

Frances Moran, Esq.  
Clerk of Court



150 Carlos Chardon Street  
Federal Building, Room 150  
San Juan, P.R. 00918  
Telephone (787)772-3006

## Vacancy Announcement 12-04

---

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:** Friday, August 3, 2012  
**Closing Date:** Friday, August 17, 2012

### 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 reports directly to the Court Unit's Administrative Manager in the Finance area. The incumbent assists in the administration of the Court's Criminal Justice Act Payment Program, ensuring compliance with 18 U.S.C. §3006A.

### REPRESENTATIVE DUTIES

A CJA Technician performs the following duties: Assist and conduct 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; Serve 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; Manage the flow of vouchers, develop and implement changes to expedite processing, review vouchers and develop procedural manuals; Assist in preparing reports and forms by compiling information. Using accounting software and systems to record, store, and track information; Keep current with CJA guidelines and reference materials and assist with updating judges, clerk's office personnel, and CJA panel attorneys regarding changes; Assist CJA Clerk in training 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 provided knowledge of the rules, regulations, practices and principles of financial administration and/or accounting; and involved 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**

- Possess a Bachelor's Degree in accounting or related field from an accredited college or university.
- Some legal or law related experience is desirable.
- Must be fully bilingual (English-Spanish).
- Skills in the use of automated systems including excel, database applications, as well as financial and/or accounting systems.
- 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](http://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: Human Resources Department  
150 Carlos Chardon Street  
Federal Building Room 150  
San Juan. PR 00919-1787**

or e-mailed to: [vacancies@prd.uscourts.gov](mailto:vacancies@prd.uscourts.gov)

All applications must be submitted by the close of business (5:00 pm) Friday, August 17, 2012. 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**