



UNITED STATES BANKRUPTCY COURT MIDDLE DISTRICT OF NORTH CAROLINA

VACANCY ANNOUNCEMENT

POSITION:	Administrative Services Technician
ANNOUNCEMENT:	25-01
LOCATION:	Winston-Salem, NC
CLASSIFICATION LEVEL/SALARY:	CL/25 (\$48,890 – \$79,443) <i>Depending on experience and qualifications (promotion potential to CL-26 without further competition).</i>
TERM:	Permanent
CLOSING DATE:	Open until filled <i>Priority consideration given to applications received by August 15, 2025.</i>

POSITION DESCRIPTION

The Clerk of the United States Bankruptcy Court for the Middle District of North Carolina is accepting applications for the position of Administrative Services Technician. The Administrative Services Technician will be an employee of the Clerk's Office, with a duty station in Winston-Salem, N.C.

The Administrative Services Technician assists in performing and coordinating administrative, technical, and professional work related to financial and accounting activities of the court, including compliance with appropriate guidelines, policies, and internal controls. The incumbent also assists with day-to-day end user support and training related to information technology systems more broadly, including performing routine troubleshooting for PC equipment, software problems and installing computer hardware/software programs as needed. The incumbent performs basic accounts payable and accounts receivable duties and reviews the accuracy of monies received and disbursed by the court, processes financial transactions, and maintains required records in accordance with court policies and approved internal controls.

REPRESENTATIVE DUTIES

The representative duties of this position include but are not limited to:

- Assist in maintaining, reconciling and reviewing accounting records, consisting of a cash receipts journal, registry fund, and deposit fund, as well as subsidiary ledgers for allotments and other fiscal records. Perform basic accounts payable and accounts receivable duties. Maintain and review the accuracy and accountability of monies

received and disbursed by the court.

- Adhere to appropriate internal controls for disbursement, transfer, recording, and reporting of monies. Review less complex vouchers for payments related to expenses by the court for appropriateness of payment.
- Maintain control over unit cash registers and collect and balance cash drawers daily. Count monies received and process receipts and deposits in appropriate bank accounts. Conduct quality reviews and provide training to intake clerks regarding practices and procedures for financial transactions.
- Process and pay bills and invoices incurred in court units. Perform reconciliation of monies deposited, transferred, and disbursed by the court unit.
- Receive, review, and process travel vouchers and travel advance requests from court units. Check figures, postings, and documents for correct entry, mathematical accuracy and proper codes. Communicate with individuals in court units to respond to questions, problems, or insufficiencies with voucher submissions and the status of payment of vouchers.
- Prepare reports and forms by compiling information. Use accounting software and systems to record, store, and track information.
- Provide day-to-day end user support and assist with training staff in Microsoft Office, Adobe Acrobat, and national and customized applications.
- Troubleshoot routine PC equipment and software problems.
- Comply with guidelines, procedures, and policies established by the Administrative Office and the court unit.

QUALIFICATIONS

To be considered for this position, an applicant must have two-years of specialized experience, including at least one-year of equivalent work at CL-24 to qualify for CL-25. Specialized experience is progressively responsible clerical or administrative experience that is in, or closely related to, the work of the position and which has demonstrated the particular knowledge, skills, and abilities to perform the position's duties successfully and involves the routine use of automated software and keyboarding for word processing, data entry, and report generation that provided an opportunity to gain:

- General understanding of financial transactions, and the ability to learn responsibilities specific to the court.
- Knowledge of financial systems and protocols needed to maintain purchase order information and invoice payment data entry.
- Skill in preparing request for quotation documents. Skill in completing various forms used in the procurement process and maintaining related records.
- Strong organizational skills and experience working in an electronic environment.
- Skill in planning and coordinating time and delivery of purchases.
- Knowledge and skill in the use of automated programs including Microsoft Word, Microsoft Excel, and Adobe. Skill in the use of systems used for preparing purchase orders and completing other procurement related tasks. Ability to communicate effectively (orally and in writing).

- Knowledge of hardware and software programs. Knowledge of telephone and wireless systems. Skill in the latest technology, routine hardware maintenance procedures, and electronic devices. Skill in training court personnel in relevant applications. Ability to implement, operate, and document information technology systems.
- Ability to interpret and implement federal judiciary guidelines and policies regarding purchasing.
- Ability to follow detailed instructions and multitask.
- Ability to work both independently and as part of a team.

BENEFITS

Federal benefits include eleven paid holidays, paid vacation and sick leave, participation in the Federal Employees Retirement System and matching and tax-deferred Thrift Savings Plan. Optional participation in Federal Health Insurance, Federal Group Life Insurance Program, Flexible Benefits Program, Federal Judiciary Long Term Care Insurance Program, and private long term disability insurance. A comprehensive summary of benefit information is available for review via [Benefits | United States Courts \(uscourts.gov\)](http://www.uscourts.gov/benefits).

INFORMATION FOR APPLICANTS

The United States Bankruptcy Court requires employees to adhere to a code of conduct which is available on the judiciary's web site at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct>. As a condition of employment, the final candidate will be subject to a background investigation. This position is subject to mandatory electronic funds transfer (direct deposit) of federal wages for court employees.

Due to the volume of applications received, only the best qualified applicants will be invited for personal interviews. The United States Bankruptcy Court is a smoke-free environment. Applicants must be U.S. citizens or eligible to work in the United States. A valid driver's license is required.

TO APPLY:

Submit resume, a completed Application for Federal Employment ([Application for Judicial Branch Federal Employment | United States Courts \(uscourts.gov\)](http://www.uscourts.gov/application-for-judicial-branch-federal-employment)), and a cover letter (all in PDF format) stating the reasons for your interest in the position to: Employment@ncmb.uscourts.gov.

*Travel and relocation expenses will not be reimbursed.

The United States Bankruptcy Court is an Equal Opportunity Employer.