

**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF TENNESSEE  
OFFICE OF THE CLERK**

***VACANCY ANNOUNCEMENT 2026-6***

**DATE:** March 6, 2026

**POSITION TITLE:** Budget & Financial Specialist (Full-Time Permanent)

**LOCATION:** Chattanooga, Greeneville, or Knoxville, TN

**SALARY:** CL 27/1 to CL 28/61 (\$59,732 to \$116,394)  
Salary is dependent upon qualifications and experience in accordance with the Court Personnel System and is usually in the low to middle portion of the range provided above.

**PROMOTION POTENTIAL:** There is promotion potential to the CL 28 without further competition depending upon budget and qualifications.

**CLOSING DATE:** March 22, 2026

**POSITION OVERVIEW:**

The U.S. District Court Clerk's Office for the Eastern District of Tennessee is recruiting for a Budget & Financial Specialist to assist in the formulation and execution of the Clerk's Office annual operating budget and associated spending plan and perform financial functions associated with the budget and criminal monetary penalties. The position is on the staff of the Clerk of Court and reports to the Financial & Budget Administrator. Job duties include:

- Assisting with the formulation, evaluation, and implementation of policies, procedures, and protocols related to financial operations and budget plan execution throughout the Clerk's Office.
- Addressing questions from managers, executives, and judges on budget and financial matters.
- Performing reviews to ensure that the Court is in compliance with the Guide to Judiciary Policy, internal controls, and generally accepted accounting principles.
- Establishing and maintaining accounting records and required subsidiary ledgers for criminal monetary penalties assessed by the Court, accounts as ordered for prisoner litigation filing fees, and accounts receivable.
- Maintaining, reconciling, and analyzing accounting records, consisting of a cash receipts journal, registry fund, and deposit fund, as well as subsidiary ledgers for allotments and other fiscal records.
- Reviewing and/or performing accounts payable and accounts receivable duties of monies received and disbursed by the Court.
- Representing the Clerk of Court on a financial litigation task force to coordinate responsibilities pertaining to collection of and accounting for monetary penalties imposed by the Court.
- Ensuring appropriate internal controls for disbursement, transfer, recording, and reporting of monies are followed.
- Assisting with monitoring of daily fund balances, reprogramming, and transferring funds as necessary and appropriate.
- Assisting in the development and execution of an annual spending plan and budget estimates to fund all operating costs of the Court, including coordinating with operations, information technology, and human

resources department representatives for accurate budget projections.

- Reviewing spending and fund balances routinely and recommending reprogramming actions to cover projected shortfalls.
- Assisting in maintaining oversight and approval documentation of annual budget call requests, appeals to allotments, supplemental funding requests, and intra-fund and inter-fund reprogramming requests.
- Serving as back-up to the Financial & Budget Administrator to enter transactions into JIFMS and the Court's Spending Plan.
- Assisting in preparation and submission of the Court's Electronic Status of Funds reports as required.
- Assisting in development of a variety of reports and spreadsheets based on historic and current data, including statistics on spending patterns, expense projections, and similar information.
- Performing other duties as assigned.

### **QUALIFICATIONS:**

To qualify for the position, applicants must have two years of specialized experience **or** have completed a bachelor's degree from an accredited college or university with one of the following superior academic achievement requirements:

- An overall "B" grade point average equaling 2.90 or better of a possible 4.0;
- Standing in the upper third of the class;
- 3.5 average or better in field related to the subject matter of the position;
- Election to membership in one of the National Honorary Scholastic Societies; or
- Completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in field related to the subject matter of the position.

Specialized experience includes progressively responsible experience in at least one but preferably two or more of the functional areas of financial management and administration such as budgeting, accounting, auditing, or financial reporting that provided a knowledge of rules, regulations, and terminology of financial administration.

Attention to detail, exceptional organizational and time management skills, including the ability to handle multiple projects and priorities within strict guidelines, as well as excellent problem solving and critical thinking skills are required. Excellent written and verbal communication skills with an ability to communicate information clearly and accurately are essential. In addition, an applicant must be able to collaborate and work effectively with other agencies, court staff, chambers staff, and judges. Availability for occasional travel, including overnight, is required.

Knowledge of the U.S. District Court's financial and budget policies is highly preferred, including working knowledge of local court practices, procedures, and forms. A bachelor's degree in business, public or judicial administration, or related field is preferred as well. Preferred applicants should have excellent computer skills and proficiency in the use of Microsoft Office 365 applications and Adobe Acrobat.

### **BENEFITS:**

Court employees are entitled to the same [benefits](#) as other federal employees such as:

- Thirteen days of paid vacation for the first three calendar years, twenty days after three years, and twenty-six days after fifteen years. Thirteen days of paid sick leave and eleven paid federal holidays per calendar year.
- Participation in the Federal Employees Health Benefits (FEHB) Program, the Federal Employees Dental and Vision Insurance Program (FEDVIP), and the Federal Employees Group Life Insurance (FGLI) Program.
- Supplemental benefits, including health and dependent care reimbursement accounts, commuter benefits, and long-term care insurance.

- Participation in the Federal Employees Retirement System with investment opportunities through the Thrift Savings Plan (similar to a 401k).

Current Judiciary employees transferring without a break in service will maintain their current benefits.

### **APPLICATION PROCESS:**

Submit one document in PDF format via e-mail to [Human\\_Resources@tned.uscourts.gov](mailto:Human_Resources@tned.uscourts.gov) that includes the following:

- A cover letter addressing the qualifications, skills, and experience necessary to perform the job;
- A resume, including a list of professional references; and
- A completed AO 78, [Application for Federal Judicial Branch Employment](#).

**Incomplete submissions and submissions that are not received in one PDF document may not be considered.**

### **DISCLOSURES:**

- Applicants must be U.S. citizens or [meet the requirements for employment in the Judiciary](#).
- Only applicants selected for an interview will be notified. The Court is not authorized to reimburse candidates for travel in connection with an interview or pay for any relocation expenses.
- Employment references may be checked prior to a job offer.
- The successful candidate will undergo a mandatory FBI fingerprint check/background investigation and will be considered a provisional employee pending successful completion of the investigation.
- U.S. District Court employees serve under “Excepted Appointments” and are considered “at will.” Employment can be terminated with or without cause by the Court. Federal Civil Service classifications and regulations do not apply.
- U.S. District Court employees are required to adhere to the [Code of Conduct for Judicial Employees](#) and are subject to strict confidentiality requirements.
- Salary payments are subject to mandatory electronic funds transfer (direct deposit).
- The Court reserves the right to modify the conditions of this job announcement or to withdraw the 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 Court may elect to select a candidate from the original qualified applicant pool.
- The United States District Court is an Equal Opportunity Employer and values diversity in the workplace.