



UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF NEW YORK  
PROBATION OFFICE



BRUCE D. VANTASSEL  
CHIEF U.S. PROBATION OFFICER

**Vacancy Announcement # 18-PO-07**

**Position:** Internal Controls Analyst  
**Location:** Syracuse, New York  
**Opening Date:** July 5, 2018  
**Closing Date:** Open Until Filled (*Applications will be reviewed on a rolling basis, with preference given to those received by July 20, 2018.*)  
**Starting Salary:** Classification Level 26 (\$44,562 - \$55,720)  
**Salary Potential:** Classification Level 27 (up to \$79,617)  
**Target Start Date:** Immediately

**Introduction:** The incumbent serves as the Internal Controls Analyst for the U.S. Probation Office, ensuring that the highest standards of stewardship and compliance with judiciary and court policies, and applicable laws are established and maintained. This includes conducting internal audits; preparing reports; ensuring that follow up activities are communicated to all parties and completed in a timely manner; maintaining local internal controls documentation; and ensuring that key areas of risk are addressed adequately. The position is located in Syracuse and reports to the Chief U.S. Probation Officer, or designee.

**Summary of Representative Duties and Responsibilities:**

1. Develop and manage a comprehensive compliance/internal controls program to prevent fraud, waste, abuse and mismanagement, including maintaining the Judiciary Integrated Financial Management System Internal Control Evaluation System.
2. Establish standards for maintaining consistency in the application of administrative policies and procedures.
3. Initiate, maintain, monitor and revise policies and procedures for the general operation of unit program areas. Ensure compliance with internal policies and procedures, as well as with external requirements imposed by law, Judicial Conference policy, and other policies and regulations.
4. Complete annual self-assessment for the Probation Office as well as divisional office audits. Conduct internal control and quality assurance reviews of court business processes to assess operational efficiency and compliance with regulations. Conduct pre- or post-transactional audits, inspections and evaluations; review audit findings and monitor corrective action of any deficiencies identified in audits or program review reports.

James M. Hanley Federal Building  
100 S. Clinton Street, P.O. Box 7035  
Syracuse, New York 13261  
(315) 234-8700  
Fax (315) 234-8701

James T. Foley U.S. Courthouse  
445 Broadway, Room 347  
Albany, New York 12207  
(518) 257-1700  
Fax (518) 257-1701

U.S. Courthouse & Federal Building  
15 Henry Street  
Binghamton, New York 13901  
(607) 773-3202  
Fax (607) 773-3140

U.S. Probation Office  
14 Durkee Street, Suite 110  
Plattsburgh, New York 12901  
(518) 247-4510  
Fax (518) 247-4516

5. Review proposed operational program changes which may affect compliance and provide comments as to whether the requested changes comply with pertinent regulations and policies.
6. Act as a court expert on administrative and internal controls requirements and serve as the primary channel of communication to receive and direct compliance issues to the unit executive, senior management, or judicial officers for investigation and resolution.
7. Advise on the integrity and effectiveness of all court program areas and operations (such as, finance and budget, procurement, human resources, space and facilities) for compliance with applicable statutes, regulations, and court and judiciary policies. Report any violations or potential violations to the unit executive, senior management or judicial officers.
8. Prepare and analyze a variety of compliance-related documents and reports for review and approval by the unit executive and/or the court.
9. Review and update the Internal Controls Manual, including the Court Unit Budget Operating Plan, to reflect the most current policies and procedures as well as changes in personnel and roles.
10. Create and maintain an audit calendar for all offices, and complete audit events assigned to Internal Controls Analyst.
11. Make travel arrangements for Probation Office employees, including hotel and flight reservations. Prepare travel documents.
12. Assist with front window coverage and other clerical duties as needed.
13. Other duties as assigned.

**Minimum Qualifications:**

To qualify for this position, the applicant must have at least two years of specialized experience, including at least one year equivalent to the CL 25 and/or completion of a bachelor's degree from an accredited college or university or completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in finance, business, public administration, or other field closely related to the subject matter of the position.

Specialized experience is defined as progressively responsible experience or experience that is in, or closely related to, the work of the position that has provided the particular knowledge, skills and abilities to successfully perform the duties of the position.

**Preferred Qualifications:** An Associate's or Bachelor's Degree from an accredited educational institution.

Skill in interpreting laws, regulations, and judiciary policies and determining their impact on administrative operations. Excellent organizational skills and the ability to plan, organize, and

prioritize work in an effective and timely manner. Ability to communicate orally and in writing with tact and clarity. Knowledge and proficiency in Excel, Word, and other Windows based applications with knowledge of CMECF, PACTS and FAS4T.

**Additional Information:** Applicants must be U.S. citizens or eligible to work in the United States. Employment is subject to a satisfactory background investigation, including an FBI fingerprint check. As a condition of employment, the selected candidate must undergo and successfully complete a ten year background investigation with periodic updates every five years thereafter. Unsatisfactory results may result in termination of employment. The individual selected for this position will serve a six month probationary period. The Federal Financial Management Reform Act requires direct deposit of federal wages.

Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available to applicants upon request. Employees of the United States Probation Office are Excepted Service Appointments. Excepted Appointments are “at will” and can be terminated with or without cause by the Court.

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case-by-case basis.

**Benefits:** Employees of the United States Probation Office are not included in the Government’s Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. These benefits include: 13-26 days of annual leave, 13 days of sick leave, 10 paid holidays per year, a flexible work schedule, immediate matching Thrift Savings Plan, pre-tax programs, and insurance plans (i.e., health, life, disability, and long-term care). Time in-service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

**Application Process and Deadline:** Send cover letter and resume on or before July 20, 2018 to:

United States Probation Office  
PO Box 7035  
Syracuse, NY 13261  
Attn: Human Resources  
or via e-mail to [lisa\\_hackley@nynd.uscourts.gov](mailto:lisa_hackley@nynd.uscourts.gov)

Facsimiles also accepted at 315-234-8751. For more information about our agency, visit our website at [www.nynp.uscourts.gov](http://www.nynp.uscourts.gov).

*Participation in the interview process will be at the applicant’s own expense. The court will not pay for relocation expenses. **Only those applicants selected for an interview will be contacted. No phone calls please.** The United States Probation Office, Northern District of New York reserves the right to modify the conditions of this job announcement; to withdraw the job announcement or to fill the position earlier than the closing date. Any of which may occur without prior written notice. This Court is an Equal-Opportunity Employer.*