

VACANCY ANNOUNCEMENT



UNITED STATES DISTRICT COURT CLERK EASTERN DISTRICT OF OKLAHOMA

Position Title: Information Technology Technician I
Court Name: United States District Court
Court Address: 101 North 5th Street, Muskogee, OK 74401
Duty Location: Muskogee, Oklahoma
Job Grade: CL24 (with promotion potential to CL26)
Salary Minimum: \$35,055.00 to \$69,289.00 (depending upon qualifications & experience)
Closing Date: October 30, 2015

POSITION OVERVIEW:

This position is located in the District Court Clerk's Office and reports to the Chief Deputy Court Clerk. The incumbent provides technical automation support to the Court and Probation & Pretrial Services Offices. The Information Technology Technician will perform or be responsible for the following duties:

- Respond to help desk calls and e-mails, log computer problems, and assist with routine problems; problems that are not quickly resolved are escalated to the next level. Assist with web access. Provide information and assistance to users on applications such as word processing and data entry. Assist with creating user accounts and providing end user training.
- Create and run reports. Install or assist in the installation of upgrades or new or revised off-the shelf/desktop releases. Set up, configure, install, and document hardware and software.
- Provide support for mobile computing devices and remote access. Confirm that back-ups are run. Perform inventory control duties. Perform basic system support for telephone systems.
- Provide cabling support.
- Other duties as assigned.

REQUIRED QUALIFICATIONS:

EDUCATION

High school diploma or equivalent required. Equivalent includes a GED or other recognized certificate, or a like number of years of clerical experience.

GENERAL EXPERIENCE

Two years general experience, which is progressively responsible technical automation, or other work that exhibits the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

SPECIALIZED EXPERIENCE

At least two years of specialized experience in technical support of automation equipment, including at least one year equivalent to work at Court Personnel System Classification Level 23. The specialized experience must be progressively responsible computer-related work requiring regular and recurring application of troubleshooting procedures, demonstrated superior organizational skills, and demonstrated superior attentiveness to details.

EDUCATIONAL SUBSTITUTIONS

Education above the high school level in a college, university, or technical school may be substituted for required general experience on the basis of one academic year (i.e. 30 semester or 45 quarter hours) equals nine months of experience. Education may not be substituted for specialized experience because the position of Information Technology Technician I requires hands-on experience to be credited as specialized experience. A bachelor's degree from a college or university may be substituted for two years of general experience. Preferably, the degree should have included courses in computer science, management information systems, or related fields. Less than one full year of study will be credited on a pro-rata basis.

COURT PREFERRED QUALIFICATIONS

A Bachelor's degree from an accredited 4 year college or university in Computer Science, Information Systems or related discipline or relevant technical certifications. Must be proficient in Windows 7 and Microsoft Office 2007-2013. Superior ability to organize, prioritize, and advise management of technical needs. Superior ability to communicate technical, computer-oriented, information to non-technical, less computer-oriented, court support staff members.

Applicants must display initiative and be able to interact harmoniously with judges, co-workers, the public and the Bar. Excellent verbal and written communication skills are required. Applicants must be organized; detail oriented, and possess superior diagnostic and analytical skills. Availability for occasional overnight travel, evening and weekend work is required. The individual selected must be able to understand the rules and regulations of the Court. Professional or businesslike approach and attire are required.

BENEFITS:

Federal Benefits Include:

- 13 days paid vacation per year for the first three years
- 10 paid holidays per year

- Paid sick leave
- Choice of Medical Coverage from a variety of plans
- Life Insurance plan options
- Health/Dependent Care Reimbursement Accounts
- Participation in the Thrift Savings Plan
- Participation in the Federal Employees Retirement System

CONDITIONS OF EMPLOYMENT:

Employees must be United States citizens or eligible to work in the United States. Applicants invited in for an interview will be subject to fingerprinting, a reference check, and a technical skills evaluation. The appointment is contingent upon successful completion of fingerprinting and a background check. The Information Technology Technician is a highly-sensitive position. As a condition of employment, the selected candidate may be subject to a ten-year background investigation and every five years thereafter will be subject to an updated investigation similar to the initial one. Applicants selected for interviews must travel at their own expense. Relocation expenses will not be reimbursed.

This position is subject to mandatory use of the Electronic Fund Transfer (EFT) for direct deposit of salary payment.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available for applicants to review upon request.

Employees of the United States District Courts are Excepted Service Appointments. Excepted Service Appointments are at will and can be terminated with or without cause by the court.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position(s) sooner than the closing date, if a closing date is shown, any of which actions may occur without prior written notice or other notice. This job announcement may involve filling more than one position described herein.

HOW TO APPLY:

Submit cover letter with salary requirements and resume to:

United States District Court
Tami Collins, Chief Deputy Clerk
P.O. Box 607
Muskogee, Oklahoma 74402-0607
Tami_Collins@oked.uscourts.gov

Due to the large volume of applications, the court does not send letters acknowledging the receipt of your application. Applicants will be contacted by phone if an interview is desired. For more information about the United States District Court for the Eastern District of Oklahoma, see our website at www.oked.uscourts.gov

****** The Court is an Equal Opportunity Employer ******