

***** CAREER OPPORTUNITY *****
AMENDED



UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF OKLAHOMA

Position: Information Technology Technician I
Location: Muskogee, Oklahoma
Closing Date: Open until filled; preference given to applications received by September 25, 2020
Classification: CL-24
Salary Range: \$38,298 - 47,499 **Actual salary determined by qualifications and experience.*

POSITION OVERVIEW:

The United States District Court for the Eastern District of Oklahoma is seeking an Information Technology Technician I. This position reports to the IT Director. In addition to technical skills, applicants must display initiative and be able to interact harmoniously with judges, co-workers, the public, and the bar. Excellent verbal and written communications skills are required.

DUTIES AND RESPONSIBILITIES:

- Provide day-to-day support and training to District Court staff, as well as Probation and Pretrial Services staff, and Bankruptcy Court staff including, but not limited to Microsoft Office 365 applications, Adobe Acrobat, national, and customized applications.
- Arrange and assist in hearings conducted via video or telephone.
- Prepare (may include imaging, configuration or other duties) and distribute new hardware including, but not limited to, PC desktops, laptops, printers, and mobile devices.
- Install and configure new or upgraded software applications.
- Utilize skill and experience to troubleshoot and resolve PC equipment, software, printing, and related technical problems.
- Provide support for mobile devices and remote access.
- Perform inventory control duties.
- Travel to other divisional offices when necessary.
- Perform other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS:

- High school graduate or equivalent.

- One year of specialized experience. This is progressively responsible experience that is closely related to the work of the position and which has demonstrated the knowledge, skills, and abilities to successfully perform the duties for this position.

COURT PREFERRED SKILLS:

- Bachelor's degree from an accredited four-year college or university in Computer Science, Information Systems, or a related discipline.
- VMware Server and Virtual Desktop experience.
- Zoom experience.

CONDITIONS OF EMPLOYMENT:

- Employees must be a United States citizen or eligible to work in the United States.
- Employees are required to adhere to the Code of Conduct for Judicial Employees.
- Employees of the United States District Courts are Excepted Service Appointments.
- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposits.
- Travel and relocation expenses are not reimbursed.
- As a condition of employment, the selected candidate will be subject to an FBI fingerprint and background check. Employment will be considered provisional until completed. The Information Technology Technician is a high-sensitive position requiring a ten-year background investigation. Employment will be considering provisional until completed.

HOW TO APPLY:

Submit the following documents: (1) cover letter, (2) resumé, (3) a list of references, and (4) a completed AO-78 - Application for Federal Judicial Branch Employment (found on the Court's website at www.oked.uscourts.gov) to:

United States District Court for the Eastern District of Oklahoma
Attention: Bonnie Hackler, Chief Deputy Court Clerk
P.O. Box 607
Muskogee, Oklahoma 74401

Or submit via email in a single .pdf file to: bonnie_hackler@oked.uscourts.gov

***** THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS. *****