

UNITED STATES DISTRICT COURT
Middle District of Georgia
www.gamd.uscourts.gov

VACANCY ANNOUNCEMENT

Position:	IT/Operations Specialist
Vacancy No:	2018-10
No. of Vacancies:	1 (Full-Time)
Location:	Albany, Georgia
Opening Date:	October 9, 2018
Closing Date:	November 9, 2018 no later than 5:00 PM EST, or until position is filled with preference given to applications received by 5:00 PM EST on by November 9, 2018
Salary:	CL-24/CL-25 (\$36,645 - \$65,799) <i>Starting salary commensurate with qualifications and work experience.</i>

Description:

The Clerk's Office of the United States District Court for the Middle District of Georgia, Albany Division, is accepting applications for a full-time, permanent IT/Operations Specialist. The Court is seeking self-motivated individuals who possess a strong work ethic and have excellent interpersonal, automation, and analytical skills. The IT/Operations specialist will perform various operations and IT functions to support the Court and serve the public. Occasional travel may be required.

Examples of Duties:

IT Duties include but are not limited to: assisting employees with routine computer and systems support requests; escalating non-routine problems to the next level of IT support; providing assistance with web access and support for office and national applications; supporting audio-visual equipment/needs.

Operations duties include but are not limited to the following: providing internal and external customer service, docketing and data quality control of both civil and criminal records, scanning of documents, mail processing, jury and courtroom deputy support.

The incumbent is a member of the Clerk's Office operations staff and provides services to the bench, bar and public. Travel between divisional offices may be required based on the operational needs of the Clerk's Office.

Typical Qualifications:

- Proficiency with Windows-based applications, spreadsheets, Word and Adobe PDF files. Ability to learn the basics of national court systems
- Outstanding customer service and support skills
- Ability to communicate effectively, both orally and in writing
- Ability to apply a body of rules, regulations, directives or laws
- Strong attention to detail and organization skills
- Ability to maintain strict confidentiality and work under deadlines

- Problem solving skills
- Ability and willingness to travel occasionally to district offices.

Minimum Qualification: A minimum of one year of specialized experience related to the technical aspects of office automation and clerical duties to include: support of hardware/software, internal and external user support, data quality control and demonstrate the ability to apply a body of rules and regulations. Experience in a court, law firm or related legal environment is required.

Preferred Qualifications: Bachelor's or Associates degree from an accredited college or university. Previous experience in the Federal Judiciary.

Supplemental Information:

Notice to Applicants:

The United States District Court is an **Equal Opportunity Employer**. Employees of the United States District Court are required to adhere to a Code of Conduct, copies of which are available upon request. The United States District Court is part of the Judicial Branch of the United States Government. Employees of the United States District Court are Excepted Service Appointments. Excepted Service Appointments are considered AT WILL employees and can be terminated at any time with or without cause. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. The court will not pay for any interview or relocation expenses. Applicants must be United States Citizens or eligible to work in the United States. All new selectees are subject to a background check or investigation and subsequent favorable suitability determination. Selectees to high-sensitive positions are subject to updated background investigations every five years.

The United States District Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position at any time before the closing, any of which actions may occur without any prior written or other notice.

How to Apply:

Qualified applicants must apply online at <https://www.governmentjobs.com/careers/gamduscourts> application must include the following:

- (1) a cover letter;
- (2) a resume that details years of experience, including names and addresses of employers, dates of employment, functions managed, number and composition of personnel supervised, and salary history;
- (3) an Application for Judicial Branch Federal Employment (Form AO78 which is available at <http://www.uscourts.gov/forms/AO078.pdf>); and
- (4) a list of at least three professional references, with current contact information.

EMPLOYEE BENEFITS:

The United States District Court is part of the Judicial Branch of the United States Government. Court employees are entitled to the same benefits as other federal employees. These benefits include:

- 10 paid holidays per year;
- Paid annual leave in the amount of 13 days per year for the first three years of employment; 20 days after three years; and 26 days after fifteen years of federal service;
- Paid sick leave in the amount of 13 days per year;
- Mandatory participation in the Federal Employees Retirement Program and Social Security Retirement Program;
- Optional participation in the Thrift Savings Plan (TSP);
- Option participation in the Federal Employees Health Benefits (FEHB), Federal Employee Group Life Insurance (FGLI), Federal Employees Dental and Vision Plans (FEDVIP), and the Judiciary's Flexible Spending Programs.
- Option participation in the Judiciary's Long Term Care Insurance Program.

For more information on benefits, see <http://uscourts.gov/careers/benefits>.