

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

VACANCY ANNOUNCEMENT

Position: COLLEGE INTERN (Information Technology)
Vacancy No: 2018-06
No. of Vacancies: 1 (Part-Time Temporary, not to exceed December 2018)
Location: Macon, Georgia
Opening Date: June 29, 2018
Closing Date/Time: Open until filled
Salary: CL-22 (\$12.83 per hour)

Position Overview:

The Clerk's Office of the United States District Court for the Middle District of Georgia, Macon Division, is accepting applications for a part-time, college intern in the Information Technology (IT) Department. This internship exists to help college students gain valuable work experience. The intern should be able to lift and move IT equipment such as computer, monitors and printers.

Representative Duties:

The intern can expect to gain experience with one or more of the following responsibilities:

- Inventory Management – update the inventory database with the current location of equipment; reorganize the computer and audio/visual storage rooms as needed.
- Help Desk Phone Support – answer phone calls from customers, respond to their inquiries or transfer requests to experienced IT staff.
- Setup Computers – setup new computers to have standard settings and applications used by the Court.
- Test hardware – test hardware such as computers, monitors, scanners, keyboards and audio/visual equipment.
- Maintain Equipment – perform maintenance/cleaning procedures on equipment; update/remove applications as needed.
- Train Users – train users to use IT equipment and applications.
- Develop or Update Documentation and Procedures – use Excel, Word or Visio to update network documentation and internal procedures.

Qualification Requirements:

The successful candidate(s) must be enrolled in a college or university, in academic good standing and working towards an IT related degree. Applicants must be able to work between 8 and 24 hours per week, and the actual work schedule will be determined by the Court and the intern. The internship will commence during fall semester 2018 and will not exceed December 2018. The internship start date will be determined by the Court, the school, and the intern.

How to Apply:

Qualified applicants submit all application materials to jobs@gamd.uscourts.gov, applications must include the following:

- (1) a cover letter;
- (2) a resume;
- (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 references, with current contact 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 considered AT WILL employees. 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 employees of the United States District Court are required to undergo a background check.

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.

****BENEFITS****

This is a temporary position with no benefits.