

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

VACANCY ANNOUNCEMENT

Position: Information Technology Technician II
No. of Vacancies: 1
Location: Macon, Georgia
Opening Date: November 18, 2014
Closing Date: December 12, 2014, or until position is filled
Salary: CL 25 (\$38,334 - \$62,307)
Based Upon Qualifications and Experience

Description of Duties:

Information technology technicians are part of the information technology team and support staff for the court providing end user support activities. Technicians provide help desk support for end users and provide technical support in installing and configuring computer hardware and software programs, as well as second-level end user support. Technicians II perform routine to moderately complex troubleshooting for hardware and software systems.

The incumbent will assist with installing and maintaining automation hardware, software, applications and courtroom technology throughout the district. This position is located in Macon, Georgia with periodic travel to divisional offices located in Albany, Athens, Columbus and Valdosta. Occasional after-hours work may also be required.

Qualification Requirements:

Ability to receive, test and install new and updated computer hardware and software • Ability to repair computers and printers, including the replacement of failed components • Provide court unit support for various national and local applications and databases • Ability to assist in keeping current documentation of hardware, software, and network configurations • Ability to provide support for courtroom technology to include audio visual equipment • Ability to provide support for mobile computing devices and remote access including notebooks, iPhones and iPads • Initiative and ability to work independently • Ability to communicate and work effectively in a professional work environment

Minimum Qualifications:

Applicants must at a minimum have a high school diploma or equivalent. At least three years of progressively responsible full-time experience in an Information Technology position. This experience could include modifying, enhancing, designing, implementing, and/or maintaining computer systems including systems analysis, computer programming, systems integration and/or

project management or equivalent. Demonstrated experience in supporting Windows desktop operating systems and troubleshooting and resolving technical problems involving PC equipment and peripherals. Ability to interact with nontechnical system users in a professional and supportive manner and the ability to effectively work in a team environment.

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. Experience with Microsoft Windows Active Directory, SharePoint, virtualization technologies, multi-vendor SQL databases and Linux. Experience with standards-based LAN and WAN architecture and common network protocols such as Ethernet, VOIP, VPN, wireless, Internet and TCP/IP. Experience supporting and troubleshooting audio visual equipment including microphones, speakers and displays.

How to Apply:

Qualified applicants must submit 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); and (4) a list of at least three professional references, with current contact information. Applications should be received at the below address.

The Application for Judicial Branch Federal Employment (Form AO78) is available at <http://www.uscourts.gov/forms/AO078.pdf>

Please submit application materials in an envelope **MARKED CONFIDENTIAL to:**

Human Resources Service Specialist
United States District Court
P. O. Box 128
Macon, Georgia 31202

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.

INFORMATION TECHNOLOGY TECHNICIAN II

****BENEFITS****

All permanent and temporary indefinite employees of the Clerk's Office are afforded the following benefits:

LEAVE AND HOLIDAYS:

- 10 paid holidays
- 13 paid vacation days for less than 3 years of service
- 20 paid vacation days for 3 or more years of service but less than 15 years
- 26 paid vacation days for 15 or more years of service

SALARY INCREASES:

Employees have excellent opportunities for salary increases, based upon performance.

COMMUTER REIMBURSEMENT BENEFIT: OPTIONAL

Employees may enroll to set aside money from their gross salary (before taxes are withheld) for eligible expenses incurred when commuting to work. Eligible expenses include parking.

HEALTH BENEFITS:

Employees may participate in any one of the several health insurance programs offered. The government pays a portion of the premium for health insurance.

DENTAL/VISION INSURANCE: OPTIONAL

Employees may participate in the Federal Employees Dental and Vision Insurance Program (FEDVIP), which is a supplemental insurance program. Premiums are paid in full by the employee; however, the premium is deducted on a pre-tax basis.

Eligibility For LONG TERM DISABILITY PLAN

LIFE INSURANCE: OPTIONAL

Employees may participate in the Federal Employee's Group Life Insurance (FEGLI) program. The government pays one third of the cost of the basic life insurance premium.

FLEXIBLE BENEFITS: OPTIONAL

Employees may participate in the Federal Judiciary Flexible Benefits Program which includes a Premium Payment Plan which offers employees the choice of having health benefits deducted from their pay either before taxes or after taxes and a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses.

LONG-TERM CARE INSURANCE: OPTIONAL

Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community based care, nursing home care, hospice care and caregiver benefits. Spouses, parents, parents-in-law, grandparents and grandparents-in-law are also eligible.

RETIREMENT:

Employees participate in the Federal Employees Retirement System (FERS).

THRIFT SAVINGS PLAN: OPTIONAL

The Thrift Savings Plan (TSP) is a retirement savings and investment plan for Federal employees. The TSP allows employees to make voluntary tax-deferred contributions through payroll deductions. Eligible employees' contributions are matched dollar for dollar for the first three percent and fifty cents on the dollar for the next two percent each pay period. As a TSP participant, you can invest any portion of your account in the six investment funds.