



# POSITION VACANCY - 2012-1

February 8, 2012

Office of the Clerk of Court  
United States District Court, Eastern District of Washington  
Position Location: Spokane Office

## SYSTEMS SPECIALIST

Court Personnel System Classification Level: CL 27

Career Salary Range CL 27: \$45,928 (minimum) to \$74,628 (maximum)

*Depending upon experience, qualifications and previous government service*

Application Closing Date Thursday, 03/01/2012, 5:00 p.m.

Start Date: Approximately 4/9/2012 or as soon thereafter as vacancy is filled

The U.S. District Court Clerk's Office offers an opportunity for self-motivated individuals with excellent interpersonal skills and strong work ethic to launch, or continue, a career in public service. Our fast paced, prestigious environment consists of challenging and rewarding work and great training opportunities.

### INTRODUCTION

The U.S. District Court Clerk's Office is accepting applications for an experienced full-time Systems Specialist to work in the Information Technology Department. The Systems Specialist reports to the IT Manager, and will be responsible for performing network administration duties and providing hardware and software support for servers and associated applications residing on the servers for the district.

### OCCUPATIONAL INFORMATION

The IT Department is responsible for the computer systems, telecommunications infrastructure, and new technology for the U.S. District Court, Eastern District of Washington, encompassing courthouses in Spokane, Yakima and Richland and over 70 users. Applications are housed on Linux and Windows servers.

### REPRESENTATIVE DUTIES OF THE POSITION

Provide hardware and software support for Windows Server 2003/2008 and associated applications residing on the servers to include, but not limited to, Active Directory, Distributed File System, web services, print and document services, and domain name services.

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Design, configure, and implement group policies that meet network and file security requirements and provide an optimum working environment for users.

Provide first-tier support for server and networking components with a strong understanding of core network fundamentals.

Perform server troubleshooting and triage during service failure situations and participate in the investigation of the cause(s) and corrective action(s).

Responsible for data backup, restore, and recovery operations.

Monitor infrastructure systems, e.g., power, temperature, log files, and take necessary corrective action.

Provide prompt, professional, and accurate response to help desk service requests.

Provide support for desktop computers, laptops, tablets, and smart phones.

Support users who are using remote access across the WAN or via VPN.

Prepare and maintain detailed technical documentation of operating procedures, equipment maintenance, and hardware/software configurations. Prepare comprehensive instructional documentation for staff.

## **QUALIFICATIONS**

To qualify for this position, the applicant must be a high school graduate and have two years specialized experience, including at least one year equivalent to work at the next lower level (CL-26).

Specialized experience is progressively responsible experience related to the technical aspects of data processing, office automation, and data communications and their applications, terminology and methodology, including the accomplishment of computer project assignments that involved systems and process analysis, design, programming, implementation, integration, and management. Education above the high school level may be substituted for required specialized experience.

Physical effort is involved in moving, connecting or troubleshooting equipment. Must be able to lift 35 pounds. Travel to Yakima and Richland, Washington, and occasional travel outside the district will be required.

## PREFERRED QUALIFICATIONS

Preference will be given to those candidates who possess:

Thorough knowledge of and responsible technical experience related to enterprise-level Windows Server/Active Directory administration and file services.

Knowledge of client/server architecture and IP networking concepts.

Experience designing and supporting SharePoint.

Thorough knowledge of desktop system software and experience supporting mobile devices.

Experience at effectively assessing and analyzing end user and organizational needs in order to facilitate the development of highly-functional systems.

A working technical knowledge of Cisco switches.

SQL and/or web-based programming.

Preference will also be given to candidates whose work experience provides evidence of strong customer service skills; the ability to work cooperatively with clients, team members, and managers; the ability to handle multiple priorities in a fast-paced environment; and the ability to follow an assigned project through to completion on a timely basis. A bachelor's degree from an accredited university or college is also preferred.

## INFORMATION FOR APPLICANTS

Qualified applicants should submit a U.S. District Court Employment Application, a letter of interest and resume, prior to the deadline, to:

Human Resources Specialist  
Office of the Clerk, U. S. District Court  
Rm. 840 Thomas S. Foley United States Courthouse  
920 West Riverside Avenue - P.O. Box 1493  
Spokane, WA 99210

You may also email your application package (PDF format preferred) to:  
[HR@waed.uscourts.gov](mailto:HR@waed.uscourts.gov)

Applicants may pick-up a U.S. District Court employment application form from the Clerk's Office in Spokane, Richland or Yakima; the application form can also be downloaded from the Court's public web site at: <http://www.waed.uscourts.gov>.

The U.S. District Court requires employees to follow a code of conduct which is available upon request. Selectee is subject to a twelve (12) month probationary period. **The final candidate will be subject to a background investigation.** Employee will be hired provisionally pending the results of the background investigation. The Federal Financial Management Reform Act requires direct deposit of federal wages.

The Court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the District Court Executive may elect to select a candidate from the original qualified applicant pool.

### **Benefits**

Employees of the United States District Court are not covered by the Office of Personnel Management's civil service classification system or regulations, and are considered "at will" employees. Judiciary employees are, however, entitled to the same benefits as other federal employees. These include:

- 13 days paid vacation for the first three years of full-time employment. Thereafter, 20 to 26 days per year dependent upon length of federal service
- 13 days of paid sick leave per year (unlimited accumulation)
- 10 paid holidays per year
- Subsidized medical coverage with employee premiums paid from pre-tax salary (all pre-existing conditions for self and family covered)
- Flexible Benefits Program (pre-tax flexible spending for health care and dependent care costs)
- Subsidized Life Insurance Options (guaranteed acceptance)
- Eligibility for Long Term Disability Plan Group Rate
- Participation in the Thrift Savings Plan (similar to a 401K plan, with employer matching up to 5% of your contribution)
- Participation in the Federal Employees Retirement System
- Creditable service time in other federal agencies, or the military, will be added to judiciary employment when computing employee benefits.

### **The Eastern District of Washington**

The U.S. District Court for the Eastern District of Washington Clerk's Office is headquartered in Spokane, with divisional offices in Yakima and Richland. The court has four active district judges, four senior district judges, and two full-time magistrate judges. These judicial officers and their staff and the Clerk's Office staff total approximately 70.

Conditions of this announcement are subject to modification.

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER  
AND VALUES DIVERSITY IN THE WORKPLACE.**