

**UNITED STATES COURTS FOR THE FIRST CIRCUIT
OFFICE OF THE CIRCUIT EXECUTIVE**

NOTICE OF VACANCY

Position Title: IT Procurement/Help Desk Officer

Position Type: Full-time permanent

Announcement #: #13-01

Location: Boston, Massachusetts

Salary: CL 23 - CL 25 (\$33,899 - \$67,461)
Depending upon qualifications and experience

Opens: June 18, 2013 **Closes:** July 9, 2013

The Office of the Circuit Executive currently has an opening for an IT Procurement/Help Desk Officer. The incumbent will report to the Assistant Circuit Executive for Information Technology. The position is located in the John J. Moakley federal courthouse in Boston, Massachusetts.

REPRESENTATIVE DUTIES

The incumbent will perform a variety of functions on a day-to-day basis including but not limited to IT procurement and IT technical support services throughout the various court units within the First Circuit Court of Appeals. Procurement duties such as, procuring IT equipment, services and supplies from government and non-government sources through new contracts, competitive bids and/or existing government contracts (e.g. Network, BPA, SEWP); assists in negotiating price, specifications, terms of contracts including cyclical maintenance and/or replacement, quality and reputation of supplier; maintains inventory lists of property, supplies, vendors and contacts for goods and services for IT staff; reconciles accounts, prepares spreadsheets and maintains database for tracking expenditures; and reviews for accuracy and prepares invoices for payment. IT technical support duties such as, providing iPad and iPhone end user support, mobile computing devices, remote access and other technical support in responding to inquiries from judges' chambers and other court staff in troubleshooting problems on a technical level and resolving them in a timely manner; anticipates and conveys to fellow IT staff, potential problems arising that may affect multiple users; and performs other duties as assigned.

MINIMUM QUALIFICATIONS

A high school diploma or equivalent and two (2) years of general experience for a CL 23, which is defined as progressively responsible experience in the use of procurement procedures, guidelines and policies; familiarity with hardware and software programs; general knowledge of routine office work including the use of current computer systems and practices at a professional level; providing hardware and software support to end-users.

SPECIALIZED QUALIFICATIONS

One (1) - two (2) years of specialized experience for a CL 24 - CL 25, which is defined as having hands-on experience with computer systems and procurement/purchasing practices at a professional level; ability to prioritize and handle multiple tasks within time constraints prescribed by regulations, rules, procedures and office policy, ability to work as part of a team; procuring PC based system hardware, software, printers, scanners, tablets, smart phones and other peripheral devices or other work indicating the possession of, or the ability to acquire the knowledge and skills needed to complete various forms used in the IT procurement process and maintain related records. Demonstrated ability to troubleshoot and repair problems with hardware and software. Knowledge, skill and ability in the use of automated as well as standard office equipment; strong technical knowledge of programming and methodologies and communication, organizational, analytical skills and the ability to interact effectively (orally and in writing) in providing customer service to judges, court personnel and a wide variety of people is critical.

COURT PREFERRED QUALIFICATIONS

A Bachelor's degree in Information Technology, or similar is preferred; experience supporting smart phones and computing devices, such as the Apple iPhone and iPad, for a highly mobile workforce is preferred; fluency in Spanish is a plus.

CONDITIONS OF EMPLOYMENT

Person selected is subject to a background check or investigation, which includes an FBI fingerprint check. Employee retention depends upon a favorable suitability determination.

BENEFITS

A generous benefits package is available including but not limited to the following:

- Ten (10) paid federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees' Retirement System (FERS)
- Health benefits under the Federal Employees' Health Benefits Program (FEHB)
- Life insurance benefits under the Federal Employees' Group Life Insurance Program (FEGLI)
- Flexible Benefits Program
- Dental and Vision insurance options under the Federal Employees' Vision and Dental Insurance Program (FEDVIP)
- Federal Employees' Group Long Term Disability Programs
- Long Term Care Insurance options through the Federal Judiciary or the Office of Personnel Management (OPM)

HOW TO APPLY

Submit a cover letter of interest, resume and a completed Application for Federal Judicial Branch Employment (AO - 78) available at the court's website www.ca1.uscourts.gov to:

Heather M. Restifo, ACE for Information Technology
Office of the Circuit Executive
John Joseph Moakley U.S. Courthouse
1 Courthouse Way, Suite 3700
Boston, MA 02210
or
OCEApplication@ca1.uscourts.gov

ADDITIONAL INFORMATION

Employees of the Office of the Circuit Executive are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the Court. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. An applicant must be a United States Citizen or permanently eligible to work in the United States. The Office of the Circuit Executive is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service employment.

The Office of the Circuit Executive reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or fill the position earlier than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice.

The Federal Financial Management Reform Act requires direct deposit of federal wages. Successful completion of a six-month probationary period is required.

The Office of the Circuit Executive will only make contact with those qualified individuals who will be invited for an interview.

EQUAL OPPORTUNITY EMPLOYER