

**The United States District Court
Southern District of Florida
Notice of Vacancy**

Position: PC Systems Administrator
Announcement No: 2014-CLK-16
Location: West Palm Beach, Florida, *travel to/from Fort Pierce is required*
Salary Range: \$44,650 - \$72,625 (CL 26)
Opening Date: September 3, 2014
Closing Date: September 17, 2014, Open until filled. Applications received by September 17 in first review.

This position is located in the United States District Court Clerk's Office, Computer Services - West Palm Beach. Provides back up assistance to both the Telecommunications Specialist and the Courtroom Technology Specialist for telephones, evidence presentation systems, audiovisual, video and sound systems within the WPB/FTP divisional offices. This position will also provide support for Probation Divisional Offices in West Palm Beach and Fort Pierce. This includes support of laptops, desktops, iPhones, iPads and other supported computer hardware and software.

Position Overview

- Recommend, install, configure and provide technical support for complex administrative and operations specific national applications, including developing new features. Maintain version applicability and local functionality of user applications, such as: MS Windows, MS Office, and IBM Notes. Provide technical support and oversee maintenance of telephone systems, courtroom technology, and audiovisual systems, as required.
- Determine and recommend computer software or hardware required to install new systems or applications, or alter existing systems/applications. Diagnose hardware and custom off-the-shelf software problems, and replace defective components or design software fixes.
- Analyze, isolate, and solve complex system problems utilizing technical resources. Diagnose and remedy computing system failures, both hardware and software.
- Maintain and administer computer networks and related computing environments, including computer hardware, systems software, and all configurations. Determine hardware and/or software requirements and recommend changes to improve systems and configurations.
- Determine upgrade schedules and software standards for personal computers and other systems. Develop upgrade procedures and plan for future growth.
- Maintain, install, and update desktop computers, including new product evaluation and software compatibility analysis. Maintain automated management systems for imaging, software updates, and patch management.
- Maintain computer security resources on all workstations, including anti-virus and firewall systems. Assist with server security systems, as required.
- Maintain computer and printer inventory, and software licenses.
- Assist with network systems, including file server and user account administration, backup management, disaster recovery and connectivity problem solving. Perform system start-up and shut down procedures.
- Prepare written instructions for users and IT staff, which is clear and effective. Train users to work with computer systems and programs. Prepare reports and memoranda regarding complex automation issues with a focus on the reader.

Qualification Requirements

Requires one year of specialized experience which is defined as: 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 analysis, design, programming, implementation, integration, and management. Technical experience related to: data processing, office automation, and data communications functions, applications, terminology, maintenance, and repair of current generation computer equipment and systems, including peripherals, a working knowledge or ability to operate such equipment and to diagnose and correct machine malfunctions is required. Experience should include responsibility for the implementation, and/or support of a PC-based system specifically with Windows 7, Microsoft Office, Adobe Acrobat, and IBM Notes and various communication software products. Experience in court functions, processes, operations and paper flow is desirable.

Preferred Experience: Preference will be given to applicants with:

- Bachelor's Degree or advanced degree in Computer Science or related field.

Desirable Characteristics

The successful candidate should be mature, highly organized, poised, demonstrate initiative, possess tact and good judgment, and maintain a professional and courteous manner, work harmoniously with others in a team-based organization, and communicate effectively both orally and in writing. Candidate must be able to balance the demands of varying workload responsibilities and deadlines.

Organizational Relationship

This position is assigned to the Clerk's Office and Probation, however, reports to the Assistant Systems Administrator in the Clerk's Office.

Benefits

Employees of the United States District Court are "Excepted Appointments" and considered "At-Will" judicial employees and subject to a one (1) year probationary period. Federal Government Civil Service classifications or regulations do not apply. However, court employees are entitled to the same benefits as other Federal Government employees such as:

- Accrue paid vacation days based on length of service and enjoy ten paid national holidays per calendar year.
- Participation in a pre-tax Federal Health, Dental, and Vision Insurance programs; Group Life Insurance, Long Term Care Insurance, Long Term Disability program and pre-tax Flexible Spending Accounts.
- Participate in a Retirement program with investments opportunities through the Thrift Savings Plan (similar to a 401K plan).
- Electronic funds transfer (EFT) participation is required for payment of net pay.

Background Investigation

This is a Sensitive position within the Judiciary. The selected candidate will be subject to a technical fingerprint check through the FBI Criminal Justice Information Services Division database as a condition of employment. Employment will be considered provisional until the background check is completed.

How to Apply

The court will screen all applications and the best-qualified applicants will be invited for personal interviews.

Qualified applicants should submit the following documents electronically in PDF (preferred), or Word format noting Announcement Number 2014-CLK-16 in the subject line to: flsd_hrmail@FLSD.uscourts.gov

- Detailed resume (referencing announcement number), including salary history and personal email address.
- Application for Judicial Branch Federal employment (AO 78).
An additional statement (no more than two type-written pages) describing the extent to which you possess the knowledge, skills, and abilities listed in the Qualification Requirements section, including examples of

specialized experience, accomplishments, and responsibilities as they relate specifically to the position overview.

Please do not cut and paste your resume into your email.

If you do not follow all application requirements, your application will not be considered.

The United States District Court requires employees to follow a code of conduct, which is available upon request. Reference checks with current and former employers will be conducted on top candidates.

The court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case-by-case basis. For more information on working for the federal courts, please visit <http://www.uscourts.gov/Careers.aspx>

United States District Court – Human Resources
400 North Miami Avenue, Room 08S47, Miami, FL 33128
General Information: (305) 523-5980
District Court Website: www.flsd.uscourts.gov

Only qualified applicants will be considered for this position
The Federal Courthouse has been designated a non-smoking area.
Applicant must be a U.S. Citizen or eligible to work in the United States

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER