

NOTICE OF VACANCY



Main: 400 North Miami Avenue, Miami, Florida 33128

Website: www.flsd.uscourts.gov

Phone: (305) 523-5980 – Human Resources

Email: flsd_hrmail@flsd.uscourts.gov

Position: IT Training Specialist
Announcement No: 2021-CLK-08
Number of Vacancies: One Full-Time Position
Duty Station: Miami, Florida
Salary: \$55,081-\$107,307 (CL 27/28)
Commensurate with qualifications and prior federal experience

Position Overview

The Information Technology Training Specialist assesses needs and provides educational training, knowledge, and technical expertise supporting the areas of data processing, office automation, and data communications for multiple court units. The Training Specialist is responsible for administering an education and training program supporting the developmental needs of 325 employees in a geographical area spanning from Key West to Fort Pierce. The candidate will have periodic travel within and outside the Southern District of Florida.

Representative Duties:

- Design, develop, evaluate, and revise training curriculum, materials, written procedures, user guides, and manuals for use with the court's IT software, applications, and services. Develop and conduct end-user training for commercial off-the-shelf software utilized in the court environment, such as Microsoft Office 365, MS Word, MS Excel, MS Outlook, Adobe Acrobat, and Reader.
- Provide and coordinate district-wide Information Technology (IT) training. Analyze, research, and interpret IT training needs for multiple court units and develop training plans. Provide individualized (one-on-one) IT training, instruction, and support, as well as in-person group training. Conduct information technology orientation training sessions for new users.
- Develop and conduct end-user training for mobile devices, mobile applications, and virtual desktop infrastructure (VDI) such as VMware Horizon View, and locally developed or new applications or products.



Important Dates

Opening: May 24, 2021

Closing: Open until Filled

First Review date: July 16, 2021

U.S. District Court, Southern District of Florida

There are eighteen authorized United States District Judges in the Southern District of Florida. The Court is comprised of United States District Judges, Senior United States District Judges, and United States Magistrate Judges. The District spans a geographical area that encompasses nine counties - its southernmost includes Monroe County and its northernmost includes Indian River County. The Clerk's Office maintains its headquarters in downtown Miami and includes four divisional courthouses.

IT Training Specialist- Announcement No. 2021-CLK-08

Page 2 of 3

- Communicate IT training opportunities to court management and staff. Manage training registration, logistics, and materials and provide training attendance information and statistics to the Clerk of Court and Information Technology Director.
- Deliver Federal Judicial Center (FJC) certified soft skills and development training programs in support of the court's business goals and objectives.
- Monitor the operational state of the automation training room computers, software, and other training equipment.

Qualification Requirements

A minimum of two years of specialized experience that provided knowledge of the rules, regulations, terminology in training. Experience includes soft-skill and information technology training and curriculum development experience and platform presentation experience are required. The candidate must have proven knowledge and experience with adult learning theories and career development theories. Knowledge of online learning methods needs assessment techniques and training resources. Proven knowledge in policies, procedures, practices, and standards, and development of training design and layouts. Candidate must have the skill working with managers on training requests, and skill in developing presentation materials and training aids. The candidate must be able to work independently with minimal direction, and have the ability to anticipate and respond to changing priorities, multi-tasking, and prioritizing. To qualify for the CL 27, the candidate must have two years of specialized experience; or completion of the requirements for a bachelor's degree from an accredited college or university. To qualify at the CL 28 level, the candidate must have two years of specialized experience or completion of a master's degree.

The candidate must possess excellent computer skills. Experience in Microsoft Windows operating systems, PowerPoint, Microsoft Office products, computer-based projection equipment, and website application maintenance, is preferred.

Salary

The salary offered is based on work experience and the overall qualification of the candidate. Discretion can be considered if experience includes federal service.

Preferred Qualifications

- Bachelor's Degree from an accredited four-year college or university in a Major study – education or a related field and proven experience in adult education program are highly desired.
- Excellent written and oral communication, presentation, organizational, and interpersonal skills.
- Ability to work in a team-oriented environment.
- Previous training experience as described above and in particular related to CM/ECF, in the Federal Judiciary or another federal agency is highly desired.



How to Apply

Qualified applicants should submit the required documents listed below as a **single PDF document**.

Email address:
flsd_hrmail@flsd.uscourts.gov

Subject Line: 2021-CLK-08

Attachments: Cover letter, resume, Federal Employment Application (AO 78), a narrative 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.

*A078 Application can be found on our web site www.flsd.uscourts.gov under the employment tab - how to apply

Selection Process:
Only qualified applicants will be considered. Incomplete application documents may not be considered.

IT Training Specialist- Announcement No. 2021-CLK-08

Page 3 of 3

- Skill in writing training proposals, manuals, user guides, and reports. Skill in presenting ideas and information and planning for short and long-term training programs.
- Skill in listening and coaching effectively. Skill in planning, organizing, and managing logistics. Skill in maintaining training records. Skill in facilitating discussions and learning exercises with individuals and groups and using a variety of training methods.

Desirable Characteristics

The successful candidate should be a self-starter, mature, highly organized, and poised, demonstrate initiative, possess tact and good judgment, and maintain a professional appearance and demeanor at all times.

Duty Station/ Organizational Relationship

This position is assigned to the Clerk's Office and reports to the Information Technology Support Supervisor.

Salary

The salary offered is based on work experience and the overall qualification of the candidate. Discretion can be considered if experience includes federal service.

Background Check

This is a High-Sensitive position within the Judiciary. Employment will be considered provisional pending successful completion of an OPM background investigation and credit check and a favorable suitability determination. Investigative updates are required every five years.

Benefits

Employees of the United States District Court are "Excepted Appointments" and considered "At-Will" judicial employees. 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 pre-tax Federal Health, Dental, and Vision Insurance programs; Group Life Insurance, Long Term Care Insurance, and pre-tax Flexible Spending Accounts.
- Participate in a Retirement program with investment opportunities through the Thrift Savings Plan (401(K) plan equivalent).

For more information on working for the federal courts, please visit <https://www.uscourts.gov/Careers.aspx>

The Federal Court practices zero tolerance for illegal drug use.

Applicants must be a United States Citizens or eligible to work in the United States

For more information on working for the federal court, please visit www.uscourts.gov/Careers.aspx

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.