



**The United States District Court  
Southern District of Florida  
Probation Office**

**Notice of Vacancy**

**Position:** Information Technology Technician I

**Vacancy Announcement No:** 2016-PROB-03

**Work Schedule:** Full-Time Permanent

**Location:** Miami Courthouse

**Salary Range:** CL 24 - \$37,091 - \$60,283 Annually

**Opening Date:** December 7, 2015

**Closing Date:** December 21, 2015

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**Position Overview**

Provide day-to-day support, assistance and training to end users. Respond to help desk calls and emails, log computer problems, and assist with routine problems. Assist with web access. Provide information and assistance to users on applications such as word processing and data entry. Create and run reports. Install or assist in the installation of upgrades or new or revised off the shelf/desktop releases. Set up, configure, install and document hardware and software. Provide support for mobile computing devices and remote access. Run and confirm back-ups, perform inventory control duties and basic system support for the telephone systems. Provide cabling support.

**Qualification Requirements**

Requires a minimum one year of specialized experience which is defined as: progressively responsible experience related to the technical aspects of data processing, office automation, data communications, applications, maintenance, repair, knowledge of IT terminology and methodology. Must have a working knowledge or ability to operate IT equipment and to diagnose and correct equipment malfunctions. Experience should include responsibility for the implementation, and/or support of a PC-based systems specifically with Windows 7, IE 8/11, WordPerfect 12/13, Microsoft Office, Adobe Acrobat, Lotus Notes and various communication software products. Must be versatile and have strong organizational and communications skills. Must be able to prioritize work and meet deadlines. Excellent attendance and punctuality required. Must be able to lift up to 40 lbs. Must adhere to Judiciary Code of Conduct and Maintain Confidentiality.

**Personal Characteristics**

Successful candidate should be: mature, responsible, poised, possess tact, good judgment, initiative, and maintain a professional appearance and demeanor at all times, have the ability to meet and greet the public in a professional and pleasant manner. Must be able to work harmoniously with others, and communicate effectively, both orally and in writing. Must be flexible and able to adapt to unanticipated needs and problems.

## Organizational Relationship

This position is assigned to the United States Probation Office in the Miami Courthouse and reports to the Systems Manager in the Information Technology Department.

**Benefits\*** Employees of the United States District Court serve under “Excepted Appointment” and are considered “At-Will” employees subject to a one (1) year probationary period. Federal Government Civil Service classifications or regulations do not apply; however, court employees, if eligible, may enjoy the same benefits as other Federal Government employees and enhanced Judiciary-only benefits such as:

- Employees accrue 13 days of paid vacation per year for the first three years.
- Ten paid national holidays per year.
- Participation in the Federal Employees Health Insurance Program on a pre-tax deduction basis.
- Participation in Group Life Insurance, Long Term Disability and Long Term Care Insurance Programs.
- Participation in the Federal Employees Retirement System with investment opportunities through the Thrift Savings Plan.
- Mandatory EFT (electronic funds transfer) participation for payment of net pay.
- Participation in Pre-Tax Flexible Spending Accounts.

## Background Check

This is a Sensitive position within the Judiciary. The selected candidate will be **subject** to a **Credit Check** and 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. This is not applicable to current Southern District of Florida employees.

## How To Apply

- An Application for Judicial Branch Employment (AO78) must be submitted electronically to: [flsd\\_hrmail@flsd.uscourts.gov](mailto:flsd_hrmail@flsd.uscourts.gov) in Adobe Acrobat (pdf) format only. The AO78 *Application* for Judicial Branch Employment is *available* under the Applicant Information on the *Court’s website* under Employment.
- The Court’s website is: [www.flsd.uscourts.gov](http://www.flsd.uscourts.gov) Scroll down to Employment and select Vacancies.
- Indicate Ann No.: 2016-PRB-03 - IT Tech I on “subject line” of your email.
- Cover Letters and Resumes are only accepted as a supplement to the required AO78 Application and will only be accepted as an electronic attachment in PDF or Word format.

**Note: Only electronically submitted applications are acceptable.**

Due to the high volume of applications received only those qualified applicants being further considered will be contacted to interview for this position.

Those applicants selected for further consideration will be subject to testing.

The Federal Court practices zero tolerance for illegal drug use.

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

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER**