



The United States District Court
Southern District of Florida

NOTICE OF VACANCY

Position: P.C. Support Specialist
Announcement No: 2016-PRB-16
Opening Date: August 26, 2016
Closing Date: September 9, 2016
Salary Range: (CL-26)* \$45,667-74,211
Location: Miami, Florida

**Salary commensurate with experience*

Position Overview

Responsible for day-to-day administration, consultation, and support to assigned functional areas using personal computers, including support for all PC-based data processing, office automation, and data communications processes. Provides technical and end-user support for PC-based systems. Analyzes system failures to identify the nature and source of the failure and takes corrective actions. Assists in evaluating automated functions presently performed and makes recommendations on technical and operational changes. Receives PC hardware, related peripheral and data communications equipment, and applications software to be newly installed or repaired. Requires occasional intra-district travel to other divisional offices ranging from Key West to Fort Pierce as needed. Answers Help Desk support calls as required.

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, terminology and methodology. Must have a working knowledge or ability to operate such equipment and to diagnose and correct machine malfunctions. Experience should include responsibility for the implementation, and/or support of a PC-based systems specifically with Windows 7, IE 10, WordPerfect X5, Microsoft Office, Adobe Acrobat, Lotus Notes, iPad, iPhones and other 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 be 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.

Background Investigation, Drug Screening and Medical Standards

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.

Benefits

Employees of the United States District Court are “EXCEPTED” appointments and are considered “At Will” employees. Federal Government Civil Service classifications or regulations do not apply. Judicial employees are entitled to the same benefits as other Federal Government employees 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 a Group Life Insurance Program.
- Participation in a Long Term Disability Program.
- Participation in the Federal Employees Retirement System.
- Mandatory EFT (electronic funds transfer) participation for payment of net pay.
- Participation in Pre-Tax Flexible Spending Accounts.
- Participation in Long Term Care Insurance Program.

How To Apply

To be considered for this position applicants must submit the following:

- AO78 Application for Federal Employment
- Detailed Resume'

The AO78 form is located on the U.S. District Court’s website under Employment at: <http://www.flsd.uscourts.gov>.

All documents **must be** submitted electronically in PDF or Word Format to: flsd_hrmail@flsd.uscourts.gov indicating in the subject line: Vacancy Announcement Number **2016-PRB-16 PC Support Specialist**.

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