

**UNITED STATES COURTS DEPARTMENT OF COMPUTER SERVICES SOUTHERN
DISTRICT OF GEORGIA**

VACANCY ANNOUNCEMENT #2016-02

POSITION: Information Systems Technician

LOCATION: Savannah, Georgia

STARTING SALARY RANGE: CL 24 to CL-26 \$35,470 - \$70,103 (Depending on Qualifications)

APPLICATION DEADLINE: Open Until Filled

DUTIES AND RESPONSIBILITIES:

The Department of Computer Services seeks applicants to fill the vital role of Information Systems Technician. Applicants should be energetic and possess a high level of analytical skills while possessing a thorough knowledge of technology which includes Windows 7 desktops, Windows servers, Microsoft Office suite (Word, Excel, etc), and email (Lotus Notes and Exchange) software. Technical skills using courtroom audio/visual equipment, teleconferencing equipment, PCs, printers, laptops, iPhones, and other technology-based equipment are essential. The Information Systems Technician provides the day-to-day support for court executives and staff, provides follow-up to other personnel, and has the ability to communicate technical information effectively (orally and in writing) in a positive, professional manner to a diverse base of court staff. Must interact effectively and appropriately with others, providing customer service and resolving difficulties while complying with regulations, rules, and procedures. As a DCS staff member you will be a vital member in supporting the Court's information technology office.

MINIMUM REQUIREMENTS

Incumbent must be a team player who is dependable, detail-oriented and able to work in a multitasking, fast-paced environment. This position encompasses a great deal of responsibility and requires a mature, self-motivated person with a professional attitude and the ability to work collaboratively. Duties sometimes require working during non-business hours. Occasional travel to district offices, training and seminars is required. Physical effort may be required in moving, connecting, or troubleshooting equipment. Qualified applicants should have an associate's degree or certification in a technology-related program or currently enrolled in a degree-seeking, technology-related program. Knowledge of basic networking concepts and demonstrated knowledge of computer processes and capabilities are required.

BENEFITS:

Employees of the United States Department of Computer Services are not classified under the Civil Service but are entitled to a similar benefits package. This benefits package includes:

1. A minimum of 10 paid holidays
2. Paid annual leave in the amount of 13 days per year for the first three years, 20 days after three years, and 26 days after fifteen years
3. Paid sick leave in the amount of 13 days per year
4. Optional participation in choice of Federal Employees Health Benefits with pre-tax deductions
5. Optional participation in Federal Employees Group Life Insurance
6. Optional participation in Long-Term Care Insurance
7. Optional participation in private Long-Term Disability Plan
8. Optional participation in pre-tax Dependent Care and Medical Care Flexible Spending Accounts
9. Retirement benefits
10. Thrift Savings Plan including investment options and matching benefits

11. Credit for prior government service

INFORMATION FOR APPLICANTS

Due to the volume of applications usually received, only qualified applicants will be invited for personal interviews. The best suited applicant will be selected.

Employees of the United States Court are "AT WILL" employees. All employees are required to adhere to a Code of Ethics and Conduct. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. A background check will be conducted prior to a final employment offer. The U. S. Department of Computer Services' hiring procedures adhere to guidelines set out in the Court's Employee Dispute Resolution Plan.

The conditions of this announcement are subject to modification without further advertising. Interested applicants should submit their resume with three professional references to:

Human Resource Administrator
Confidential Announcement #2016-02
U.S. District Court
P. O. Box 8286 Savannah, GA
31412 or Fax to: (912) 650-4017

THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER Applicants must possess the following: Automation and keyboarding skills; the ability to organize work well; the ability to work harmoniously with others; must be tactful, show good judgment, poise and initiative.