



UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF GEORGIA

VACANCY ANNOUNCEMENT 18-02  
Department of Computer Services

**POSITION:** Systems Specialist

**LOCATION:** Brunswick, Georgia

**STARTING SALARY RANGE:** CL25 - CL-26 \$40,464 - \$55,720 (Depending on Qualifications)

**APPLICATION DEADLINE:** Until Filled

**DUTIES AND RESPONSIBILITIES:**

The Department of Computer Services (DCS) seeks applicants to fill the vital role of Systems Specialist. Applicants should be energetic and possess a high level of analytical skills while possessing a thorough knowledge of technology which includes Windows 7/10 desktops, Windows servers, Microsoft Office and Office365 suite (Word, Excel, etc. ), and email (Lotus Notes and/or Exchange) software. Technical and troubleshooting skills using courtroom audio/visual equipment, teleconferencing equipment, PCs, printers, laptops, iPhones, and other technology-based equipment is essential. The Systems Specialist 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. The Systems Specialist 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.

**QUALIFICATIONS:** (Qualifications must be met at the time of application)

The ideal candidate possesses two years of specialized experience related to the technical aspect of the data processing, office automation and data communications onsite and/or remote technical support of hardware/software/peripherals, basic IP phone and troubleshooting, audio-visual technologies, mobile devices and their applications, terminology, methodology, and experience in end-user training. The Court seeks an individual who possesses a "can do" attitude with excellent interpersonal communication skills and the ability to effectively troubleshoot technical problems and manage multiple projects simultaneously. Proficiency in Windows and Microsoft Office products is required.

**Preferred qualifications include:** An undergraduate degree in a computer-related field or substantial experience that would substitute for a bachelor's degree.

### **MINIMUM REQUIREMENTS:**

Incumbent must be a team player who is dependable, detail oriented and able to work in a multitasked, 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. Working non-business hours is occasionally required. Occasional travel to district offices, training and seminars is expected. Physical effort is required in moving, connecting, or troubleshooting equipment. 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.

### **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 pre-tax Dependent Care and Medical Care Flexible Spending Accounts
8. Retirement benefits
9. Thrift Savings Plan including investment options and matching benefits
10. 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 Department of Computer Services' hiring procedures adhere to guidelines set out in the Court's Employee Dispute Resolution Plan.

### **APPLICATION PROCESS:**

**Email the following documents in a SINGLE PDF to [gas\\_permgr@gas.uscourts.gov](mailto:gas_permgr@gas.uscourts.gov) . ALL DOCUMENTS MUST BE PROVIDED TO BE CONSIDERED FOR THIS POSITION.**

- Subject of email should read: Vacancy 18-02 Systems Specialist
- Cover letter addressing your particular skills and experience; with an explanation of how those skills and experience may contribute to the organization.
- Current Resume
- List of three (3) professional references
- Completed Employment Application (AO78) found at this link:  
[http://www.gasd.uscourts.gov/sites/gasd/files/AO\\_078.pdf](http://www.gasd.uscourts.gov/sites/gasd/files/AO_078.pdf)

**THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER**