

**UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF GEORGIA  
POSITION VACANCY NOTICE**

Position Title: Systems Specialist  
Vacancy Announcement No. 23-03  
Location: Savannah or Augusta, GA



Opening date: March 23, 2023  
Closing date: Open Until Filled

**STARTING SALARY:** CL26 \$50,316 – \$62,898

Salary determined by qualifications and federal court experience as set in the Qualifications section of this Notice. Promotion potential to Classification Level (CL) 27 is without further competition.

**POSITION OVERVIEW:**

The Systems Specialist provides administrative and technical support to the court in a wide range of areas, including developing and configuring hardware and software programs and providing support for complex technology projects. The Systems Specialist performs technical work related to designing, modifying, and adapting existing system software, as well as complex troubleshooting for hardware and software systems. The Systems Specialist analyzes the needs of end-users and develops and implements software solutions with oversight from senior IT staff.

**Representative Duties:**

- Coordinate maintenance, security, troubleshooting, backups, and development of various databases which encompass the major applications of the court. Diagnose and remedy computing system failures, both hardware and software.
- Install or assist in the installation of upgrades of new or revised off-the-shelf/desktop releases. Set up, configure, install, and document hardware and software. Provide support for systems maintenance and local automation inventory controls. Provide support for mobile computing devices and remote access. Provide cabling support. Troubleshoot and provide user assistance without audio/visual, cellular, and land-line communications and equipment.
- Monitor day-to-day operations of technology equipment and its systems. Serve as the technical expert in solving computer system problems.
- Perform IT technical support assistance to local court personnel.

**QUALIFICATIONS:**

General Experience: Must be a high school graduate and have performed at least two years of progressively responsible technical, administrative, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. Some or all of the two years of required general experience may be substituted with education above the high school level.

Preferred Experience: An Associate or Bachelor's degree in computer science or related field. CompTIA A+ and Network+ Certifications. Experience with recent versions of software including Microsoft Active Directory, Windows 8/10, Office 365, and Outlook.

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The successful applicant will also possess:

- Excellent customer service skills and the ability to deal with a wide variety of people tactfully and courteously.
- Accuracy and attention to detail.
- Structured writing skills related to documentation, policies and compliance work.
- Initiative and an eagerness to learn and take on new challenges.
- Strong organizational skills and the ability to handle multiple assignments with frequent interruptions.
- Ability to communicate effectively both orally and in writing.
- Strong collaboration skills with IT and other court staff.
- Ability to maintain confidentiality and use sound judgment.
- Professional demeanor and strong work ethic.
- Excellent computer skills and ability to work with a variety of programs and applications.
- Web development a plus.

## **BENEFITS:**

This is a full-time position which is eligible for the Federal Judiciary's comprehensive benefits package which includes eleven paid federal holidays, annual and sick leave, health and life insurance, dental and vision insurance, retirement plan, matching, tax-deferred and/or Roth Thrift Savings Plan, flexible spending accounts for health and dependent care and long-term care insurance.

## **APPLICATION PROCEDURE:**

To apply for this position, please submit the following items combined into a single, pdf document titled Systems Specialist 23-03: a cover letter, a resumé, and the **Federal Judicial Branch Application for Employment** (this form can be found our website, [www.gasd.uscourts.gov](http://www.gasd.uscourts.gov)).

- Complete applications should be submitted by email to: [gas\\_permgr@gas.uscourts.gov](mailto:gas_permgr@gas.uscourts.gov)

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

*The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. This position is subject to mandatory favorable background checks. The U.S. Courts require employees to adhere to a **Code of Ethics and Conduct**. Due to the volume of applications received, the Court may only communicate to those individuals who will be interviewed for open positions. Travel and relocation expenses will not be paid. Applicants must be United States citizens or eligible to work for the United States Government.*