



**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF GEORGIA**

VACANCY ANNOUNCEMENT

Position Title: Systems Specialist
Location: Augusta, Georgia
Closing Date: Open until filled
Starting Salary/Range: CL 26 \$52,831 - \$66,036
Position Announcement No. 24-03

* Salary commensurate with qualifications

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.

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

A generous benefits package includes the following:

- 13 days of paid annual leave per year.
- 13 days of paid sick leave (unlimited accumulation)
- 11 paid holidays
- Health, Life, Dental and Vision benefits
- Flexible Benefits Program
- Long Term Care Insurance
- Thrift Savings Plan participation with up to 5% employer matching contributions.
- Federal Employees Retirement System

INFORMATION FOR APPLICANTS

Due to the volume of applications usually received, only qualified applicants will be invited for personal interviews. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

All employees are required to adhere to a Code of Ethics and Conduct. As a condition of employment, all new employees are subject to a background check or investigation which includes a FBI fingerprint check and retention depends upon a favorable suitability determination. The Federal Financial Management Reform Act requires direct deposit of federal wages. The conditions of this announcement are subject to modification without further advertising.

APPLICATION PROCESS

Applicants must provide:

1. An introductory cover letter.
2. A chronological resume.
3. A completed Application for Judicial Branch Federal Employment, for AO78 (found under Employment Opportunities on the Court's website www.gasd.uscourts.gov).

Materials must be received as e-mail attachments in PDF format sent to gas_permgr@gas.uscourts.gov Please reference "24-03" in the subject line of your message.

EQUAL OPPORTUNITY EMPLOYER



TOTAL COMPENSATION STATEMENT

* SAMPLE FOR ILLUSTRATION PURPOSES ONLY *

POSITION: Systems Specialist
LOCATION: Savannah, GA
STARTING LEVEL: CL 26
SALARY: \$52,831 per Annum

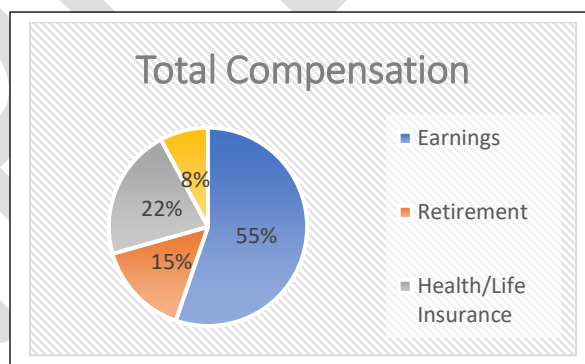
The Federal Judiciary provides a generous benefit package which, in addition to salary, is an important component of total compensation. This total compensation statement illustrates the value of the Federal Judiciary benefits. Please be advised that the information is tailored to this position as above, however some of the individual benefit values may vary based on your benefit choices.

EARNINGS \$52,831

Retirement Benefits \$14,687.02
Health/Life Insurance \$16,800.68
Paid Time Off \$7,518

TOTAL EMPLOYER CONTRIBUTIONS \$39,112.88

Employer contributions represent 37.63 % of total compensation



TOTAL COMPENSATION \$97,943

EMPLOYER CONTRIBUTIONS

Retirement Benefits

- ❖ Retirement - Basic Benefit (FERS) 16.6 – 18.4% of basic pay for FY22, varies by type of FERS employee (FERS, FERS RAE or FERS FRAE)
- ❖ Thrift Savings Plan - Automatic Contribution 1% of Basic Pay for FERS employees
- ❖ Thrift Savings Plan - Employee Matching Up to an additional 4% of Basic Pay
Judiciary matches dollar for dollar for the first 3%, then 50 cents for every dollar contributed after that, up to 5%
- ❖ Social Security 6.2% of earnings up to SS Wage Base

Health /Life Insurance

- | | |
|---------------------------------------|---------------------------------------|
| ❖ Health Insurance – FEHB | Approximately 72% of FEHB Premium |
| ❖ Life Insurance - FEGLI BASIC option | \$.075 per every \$1,000 of insurance |

Paid Time Off

- | | |
|-----------------|---|
| ❖ Sick Leave | 4 hours per pay period = 104 hours per year |
| ❖ Annual Leave | 4 – 8 hours per pay period based on length of service |
| | <i>0 – 3 years = 104 hours/year</i> |
| | <i>3 – 15 years = 160 hours/year</i> |
| | <i>15+ years = 208 hours/year</i> |
| ❖ Paid Holidays | 11 federal holidays |

ADDITIONAL BENEFITS

- ❖ Dental Insurance, *premiums paid on a pre-tax basis*
- ❖ Vision Insurance, *premiums paid on a pre-tax basis*
- ❖ Flexible Spending Accounts, *contributions paid on a pre-tax basis*
- ❖ Paid Parental Leave, *12 weeks*
- ❖ Long-term Care Insurance
- ❖ Employee Recognition Program
- ❖ Professional Education and Training
- ❖ Benefit and Retirement counseling and training
- ❖ Employee Assistance Program (EAP)