



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

**VACANCY ANNOUNCEMENT**

Position Title: Systems Specialist  
Location: Brunswick, Georgia  
Closing Date: Open until filled  
Starting Salary/Range: CL 26 \$52,831 - \$66,036  
Position Announcement No. 24-06

\* 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](http://www.gasd.uscourts.gov) ).

Materials must be received as e-mail attachments in PDF format sent to [gas\\_permgr@gas.uscourts.gov](mailto:gas_permgr@gas.uscourts.gov) Please reference "24-06" in the subject line of your message.

**EQUAL OPPORTUNITY EMPLOYER**