CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT
Northern District of Iowa

POSITION	POSITION OVERVIEW
Systems Technology Administrator	The Clerk's Office of the United States District Court for the Northern District of Iowa is seeking applications for a full time permanent Systems Technology Administrator. The Systems Technology Administrator analyzes, designs, and makes recommendations on short and long range information technology plans and projects to the IT Director and senior management for all court units. This person provides technical support to judges, judicial staff and staff of the Clerk of Court with regard to personal computers, network servers, software applications, internet protocol telephone systems. The Systems Technology Administrator is also responsible for training court personnel in the use of automated systems and provides support for courtroom technology systems.
LOCATION	
Sioux City, Iowa	
SALARY/TARGET	
CL 27/28 $47,390 - $92,336 Starting salary commensurate with qualifications and experience	**Representative Duties** • Analyzes, designs, and makes recommendations to the IT Director on short and long range information technology plans for all court units. • Provides primary information technology project management and coordination of implementation plans, approved by the IT Director and Automation Committee regarding information technology systems, ensuring that changes can be implemented with minimal disruption to the court. • Identifies, develops and executes implementation of plans approved by the IT Director regarding computer hardware, software and telecommunication systems. • Analyze, develop, implement and manage upgrades to the court's web servers. Monitors and maintains network file servers to insure smooth court operations. • Recommend, develop, coordinate and deliver training programs in regard to information technology systems. • Review needs, goals, objectives, and capabilities of IT systems, anticipating future requirements and potential problems, and advises the IT Director on strategic vision. • Performs preliminary research for, and assists the Procurement Specialist with, purchases of information technology equipment. • Promptly reports all inventory additions, moves and changes to the custodial officer and assists with the completion of physical
OPENING DATE	
December 16, 2016	
CLOSING DATE	
January 6, 2017	
ANNOUNCEMENT NO. 17-01	
Position Available: Immediately	

	inventory sightings of information technology equipment in the Sioux City office. • Responds to and coordinates timely repair of hardware and software including servers, personal computers, printers, courtroom technology and other information technology related equipment. • Configures and troubleshoots login access to the courts networks and applications. • Stays current with new technology and recommends and implements approved system upgrades or changes to satisfy local court needs. This includes making adaptations to national systems and planning for the acquisition of systems to meet specific needs. • Maintains a library of software and documentation of locally developed systems. • Monitors and maintains national internet protocol telephone system programming changes for the court's Sioux City office and provides backup support for the Cedar Rapids office. • Provides specialized support for chambers staff and clerk's office staff for software support. • Provides support for other Northern District information technology staff and performs other office automation duties, user support, and project duties as assigned by the IT Director. **Required Competencies (Knowledge, Skills, and Abilities)** • Thorough knowledge of theories, principles, practices, and usage of computer hardware and software. • Knowledge of office database design and data communications. Knowledge of capabilities, limitations, and functional application of information technology. • Knowledge of networking, operating systems, servers, and multi-tiered architectures with knowledge of LAN/WAN internetworking technologies. • Strong troubleshooting skills. • Knowledge of data communication security and privacy techniques. • Knowledge of and skill in the management of information technology. • Skill in reviewing procedures, policies, and manuals. • Skill in coordinating information technology projects with senior management. • Skill in analyzing, interpreting, and presenting research findings to prepare design specifications. • Ability to manage multiple projects, prioritize work, and meet established deadlines and commitments. • Knowledge of the court operations and related automation needs and usage of information technology systems.

- Knowledge of and skill in information technology project management, including the ability to analyze, research, design, and implement information technology projects.
- Skill and ability to prepare and implement information technology project plans, including writing programs and process documentation.
- Skill and ability to research, analyze, design and generate programming changes to the courts internal and external web sites.
- Skill and ability to anticipate, analyze and design solutions to complex information technology problems to meet the short and long term information technology needs of the court, including evaluation of software and hardware products.
- Ability to draft and assist the Information Technology Director in the production and delivery of professional reports and presentations to Court Unit Executives and Judges of the district.
- Knowledge of and compliance with the Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

Written and Oral Communication/Interaction

- Ability to communicate effectively (orally and in writing) to individuals and groups at all levels, to provide information and answer procedural questions without providing legal advice.
- Ability to interact effectively and appropriately with internal and external customers, providing customer service and resolving difficulties while complying with regulations, rules, and procedures regarding office administration.
- Ability to document procedures in a manner that can be easily understood by others.
- Skill in translating and documenting technical terms into non-technical language.
- Skill in mentoring and training employees with varying educational backgrounds, experience and aptitudes.

QUALIFICATIONS

Applicants must be a U.S Citizen or eligible to work in the United States. High School Diploma or GED is required.

Qualification Standards

A bachelor's degree in Computer Science or a related field is preferred. In addition, candidates must possess at least three years general experience within the information technology environment and at least two years specialized experience, defined as: progressively responsible experience designing, implementing or maintaining computer systems that included the completion of computer project assignments involving systems analysis, computer programming, systems integrations, and information technology project management.

Technical Qualifications

• Thorough knowledge of theories, principles, practices, and usage of computer hardware and software;
• Knowledge and understanding of Microsoft Windows desktop and server Operating systems;
• Advanced knowledge of office database design and data communications;
• Thorough knowledge of capabilities, limitations, and functional applications of information technology;
• Advanced knowledge of networking, operating systems, servers, and multi-tiered architectures with thorough knowledge of LAN/WAN internetworking technologies and strong network troubleshooting skills;
• Skill in writing program documentation;
• Ability to thoroughly analyze operating systems and identify complex issues to troubleshoot a problem or system crash;
• Thorough knowledge of flowcharting, form design, and control procedures;
• Extensive knowledge of data communication security and privacy techniques;
• Knowledge of and skill in information technology management;
• Skill in reviewing procedures, policies, and manuals;
• Skill in coordinating information technology projects with senior management;
• Skill in analyzing, interpreting, and presenting research findings to prepare design specifications; and
• Ability to manage multiple projects, prioritize work, and meet established deadlines and commitments.

BENEFITS

- 10 paid holidays per year
- Paid annual leave
- Paid sick leave
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in choice of Supplemental Dental and Vision Insurance
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in Flexible Benefits Program (Health Care and Dependent Care Reimbursement)
- Optional participation in Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Optional participation in private Long-Term Disability Plan
- Credit for prior government service

ADDITIONAL INFORMATION FOR APPLICANTS

Applicants are advised that false statements or omission of information on any application materials or the inability to meet the aforementioned conditions may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

All court employees are in the excepted service and are required to adhere to the Code of Conduct for Judicial Employees which is provided to each employee.

All employees of the U.S. District Court (except Law Enforcement Officers) are considered "at will" employees and may be terminated with or without cause.

Considerable physical effort may be involved in moving, connecting, or troubleshooting equipment and running network cabling. Overnight travel to the divisional office will be required as well as travel outside of the area for training. Periodic work during non-business hours is required.

The applicant selected for this position will be required to submit to and successfully complete a full background investigation which includes fingerprinting, criminal record checks, and a credit check. Every five years thereafter, he/she will be subject to an updated background investigation similar to the initial one. Selectee will be hired provisionally pending a successful completion of the investigation. Unsatisfactory results may result in termination of employment.

This position is subject to mandatory electronic direct deposit of salary payment.

The U.S. District Court provides reasonable accommodations to applicants with disabilities.

HOW TO APPLY

Candidates wishing to apply must submit an application packet which describes their interest in the position as well as any relevant education, experience, skills, or abilities that they believe makes them uniquely qualified for the position, along with a resume and three professional references.

To be assured consideration for this position, application packets must contain all of the following required documents:

1. Letter of application that describes your interest in pursuing this position and how your experience relates to the stated duties, responsibilities, and skills and abilities of this position;
2. Completion and submission of the AO78-Federal Judicial Branch Application of Employment. The application can be accessed http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf
3. Resume with references
4. If applicable, include copies of college transcript (unofficial).

All Application documents should be emailed in PDF format to: applications@iand.uscourts.gov

Please note:

The Court is not authorized to reimburse candidates for travel in connection with an interview or to pay relocation expenses to the successful candidate.

Only applicants who are interviewed in person will receive a written response regarding their application.

The U.S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without written notice to the applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the U.S. District Court may elect to select a candidate from the original qualified applicant pool.

The United States District Court is an Equal Employment Opportunity employer and welcomes diversity.