

**The United States District Court
Southern District of Florida
Notice of Vacancy**

Position: PC Systems Administrator
Announcement No: 2017-CLK-06
Location: Miami, Florida
Salary Range: \$45,667 - \$74,211 (CL 26)
Opening Date: December 22, 2016
Closing Date: January 9, 2017, Open until filled. Applications received by January 9, 2017 in first review.

This position is located in the United States District Court Clerk's Office, Computer Services - Miami. The PC Systems Administrator provides support for end user with laptops, desktops, iPhones, iPads and other supported computer hardware and software.

Position Overview

- Provide user support and problem resolution to desktop, laptop, Apple devices, printers, and scanners.
- Assist users experiencing difficulties in the use of applications such as word processing, database applications, and other software programs used by the court.
- Assists in evaluating IT functions presently performed and make recommendations on technical and operational changes.
- Manages the IT Help Desk database. Customizes standard PC and MAC software and trains personnel in their use.
- Prepares and maintains documentation for local programs. Identify requirements for procurement of future IT equipment.
- Supports PDAs, iPhones, Smartphones and other mobile devices (iPad and tablets). Perform inventory control duties.
- Perform other IT and related duties as assigned.

Qualification Requirements

Requires one year of specialized experience which is defined as: progressively responsible experience related to the technical aspects of data processing, office automation, and data communications and their applications, terminology and methodology, including the accomplishment of computer project assignments that involved systems analysis, design, programming, implementation, integration, and management. Technical experience related to: data processing, office automation, and data communications functions, applications, terminology, maintenance, and repair of current generation computer equipment and systems, including peripherals, a working knowledge or ability to operate such equipment and to diagnose and correct machine malfunctions is required. Experience should include responsibility for the implementation, and/or support of a PC-based system specifically with Windows 7, Microsoft Office, Adobe Acrobat, and IBM Notes and various communication software products. Experience in court functions, processes, operations and paper flow is desirable.

Preferred Experience: Preference will be given to applicants with:

- Bachelor's Degree or advanced degree in Computer Science or related field.

Desirable Characteristics

The successful candidate should be mature, highly organized, poised, demonstrate initiative, possess tact and good judgment, and maintain a professional and courteous manner, work harmoniously with others in a team-based organization, and communicate effectively both orally and in writing. Candidate must be able to balance the demands of varying workload responsibilities and deadlines.

Organizational Relationship

This position is assigned to the Clerk's Office and Probation, however, reports to the Assistant Systems Administrator in the Clerk's Office.

Benefits

Employees of the United States District Court are "Excepted Appointments" and considered "At-Will" judicial employees and subject to a one (1) year probationary period. Federal Government Civil Service classifications or regulations do not apply. However, court employees are entitled to the same benefits as other Federal Government employees such as:

- Accrue paid vacation days based on length of service and enjoy ten paid national holidays per calendar year.
- Participation in a pre-tax Federal Health, Dental, and Vision Insurance programs; Group Life Insurance, Long Term Care Insurance, Long Term Disability program and pre-tax Flexible Spending Accounts.
- Participate in a Retirement program with investments opportunities through the Thrift Savings Plan (similar to a 401K plan).
- Electronic funds transfer (EFT) participation is required for payment of net pay.

Background Investigation

This is a Sensitive position within the Judiciary. The selected candidate will be subject to a technical fingerprint check through the FBI Criminal Justice Information Services Division database as a condition of employment. Employment will be considered provisional until the background check is completed.

How to Apply

The court will screen all applications and the best-qualified applicants will be invited for personal interviews.

Qualified applicants should submit the following documents electronically in PDF (preferred), or Word format noting Announcement Number 2017-CLK-06 in the subject line to: flsd_hrmail@FLSD.uscourts.gov

- Detailed resume (referencing announcement number), including salary history and personal email address.
- Application for Judicial Branch Federal employment (AO 78).
- An additional statement (no more than two type-written pages) describing the extent to which you possess the knowledge, skills, and abilities listed in the Qualification Requirements section, including examples of specialized experience, accomplishments, and responsibilities as they relate specifically to the position overview.

Please do not cut and paste your resume into your email.

If you do not follow all application requirements, your application will not be considered.

The United States District Court requires employees to follow a code of conduct, which is available upon request. Reference checks with current and former employers will be conducted on top candidates.

The court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case-by-case basis. For more information on working for the federal courts, please visit <http://www.uscourts.gov/Careers.aspx>

United States District Court – Human Resources
400 North Miami Avenue, Room 08S72, Miami, FL 33128
General Information: (305) 523-5980
District Court Website: www.flsd.uscourts.gov

Only qualified applicants will be considered for this position
The Federal Courthouse has been designated a non-smoking area.
Applicant must be a U.S. Citizen or eligible to work in the United States

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER

It is our honor and duty to provide the support needed to enable the Court as an institution to fulfill its constitutional, statutory and societal responsibilities for all who seek justice.