

CAREER OPPORTUNITY

United States District Court United States Bankruptcy Court Northern District of Indiana



POSITION:	Information Technology Technician I
VACANCY NUMBER:	2017-05
LOCATION:	Fort Wayne, Indiana
SALARY RANGE:	CL 24 (\$36,026 to \$58,601) depending on qualifications
DATE POSTED:	October 4, 2017
CLOSING DATE:	October 18, 2017 (close of business)

THE POSITION

The Clerk's Office of the United States District Court and Clerk's Office of the United States Bankruptcy Court for the Northern District of Indiana are accepting applications for a full-time Information Technology Technician in the Fort Wayne Division. The incumbent will provide help desk support for end users, technical support in installing and configuring computer hardware and software programs, and technology support in the courtrooms.

Representative Duties:

- Respond to and prioritize support calls and e-mails
- Support, test and maintain technology in courtrooms
- Log computer problems
- Assist users on applications currently in use
- Provide end user training as needed
- Monitor inventory
- Assist with setup, configuration, installation and documentation of hardware and software
- Assist with deployment and/or excessing of IT equipment, including mobile devices
- Performs other duties as assigned

QUALIFICATIONS

Minimum Qualifications:

Candidates must have a high school diploma or equivalent. A Bachelor's Degree from an accredited college or university in a related field of study is preferred but not required.

Desired Qualifications:

General knowledge of hardware and software programs. Familiarity with a variety of technologies such as wireless systems, routine maintenance of electronic devices, audio visual services and equipment.

Candidates must also demonstrate:

- A consistent past employment record
- Exceptional computer skills
- A demonstrated ability to thoroughly research and solve problems
- Ability to think through, analyze, and interpret written communications
- Ability to multi-task, and prioritize tasks and work assignments
- Superior oral and written communications skills
- Strong organizational skills and attention to detail

- Strong interpersonal skills; and
- A professional demeanor and appearance appropriate for a law or professional office environment

EMPLOYEE BENEFITS

The United States Bankruptcy Court is not included in the government's Civil Service classification system; however, the same benefits apply to court employees. These benefits include:

- 13 days paid vacation per year (first three years) 20 days paid vacation per year (after three years) 26 days paid vacation per year (after fifteen years) 13 days paid sick leave per year
- 10 paid holidays
- Medical coverage from a wide variety of plans
- Life insurance
- Long-term disability insurance
- Long-term care insurance
- Flexible Spending Program (e.g., pre-tax contributions for medical/dental/optical expenses)
- Federal Employees Retirement System (FERS) including Thrift Savings Plan

CONDITIONS OF EMPLOYMENT

Employees of the United States Courts serve under excepted appointments and are considered "at will" employees. As such, employment can be terminated at any time with or without cause. This position is subject to mandatory participation in electronic funds transfer (direct deposit) participation for payment of net pay. Applicants must be United States citizens or eligible to work for the United States government. An FBI background check is required for all individuals appointed to positions in the Clerk's Office. New employees are considered provisional hires pending the successful completion of the FBI background check. If selected for a first-time appointment to a position in the Northern District of Indiana, you will be required to complete a one-year probationary period of employment. Failure to successfully complete the probationary period may result in termination of employment. Employees are required to adhere to a Code of Ethics and Conduct, which is available to the applicant for review upon request.

HOW TO APPLY

Submit a letter of interest and chronological resume along with an Application for Employment (AO 78) to careers@innb.uscourts.gov. These documents should be submitted as one packet in PDF format. All application packets must be received by October 18 for consideration. Incomplete packets and those submitted after the deadline will not be considered. Verification of employment, education, and reference checks will be made prior to any offer of employment. The application form is available on the court website at www.innd.uscourts.gov.

The court reserves the right to modify the conditions of this job announcement or to withdraw the announcement entirely, either of which may occur without prior written or other notice.

Promotion to a CL 25 may not require further competition.

The United States District Court and the United States Bankruptcy Court for the Northern District of Indiana are equal opportunity employers.