

CAREER OPPORTUNITY



UNITED STATES COURTS EIGHTH CIRCUIT

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| Position Title: | Information Technology Specialist |
| Terms of Employment: | Full-time, Excepted Service |
| Classification Level: | Court Personnel System (CPS) Table SL – St. Louis-St. Charles-Farmington, MO-IL CL 26-27; Salary Range: \$54,101 - \$96,607 Salary dependent on individual qualifications |
| Position Location | Circuit Executive Office St. Louis, MO |
| Closing Date: | Position open until filled. |

Position Overview and Duties

The Circuit Executive of the Eighth Circuit Federal Courts is accepting applications for an Information Technology (IT) Specialist in St. Louis, Missouri. The IT Specialist reports to the Assistant Circuit Executive for Information Technology, U.S. Court of Appeals for the Eighth Circuit. Provides end-user support and resolves system-related problems; establishes, coordinates and provides training in systems use and capabilities; assists with presentations and technical briefings involving systems-related topics to court managers, judges, and other court staff.

Representative Duties

Implements and maintains automated court systems, including administrative applications (word processing, spreadsheet, database), groupware (email, calendaring); maintains security solutions for court systems; keeps current with federal court guidelines and best practices.

Evaluates hardware and software to determine, recommend, and implement enhancements needed to support court's mission; analyzes existing applications to identify and correct problems; recommends systems modifications as required; coordinates timely installation, inventory and repair of hardware (considerable physical effort may be required in moving, connecting and trouble-shooting computer equipment).

Responds to day-to-day support needs of courthouse computer and IP telephone systems spanning twelve circuit locations. Support for computers and IP telephones includes installation, maintenance, troubleshooting, and repair. Repairs on-site or coordinates repair of systems.

Tests systems and monitors user concerns for all computer and telephone components, including testing the equipment to ensure that all systems are operating correctly. Checks calendar of events to verify that everything is in appropriate working condition for each site.

Provides computer and IP telephone systems training for other court staff. Assists in the development and maintenance of system documentation and user-friendly resources for system operation.

Operates audio/visual equipment and assists with videoconferencing and teleconferencing, as required.

Travels to other court locations on an as-needed basis; performs other duties as assigned by management.

Qualifications and Requirements

The candidate must be a high school graduate, or equivalent. An undergraduate degree in a technical field from an accredited institution is preferred. The candidate must possess two years of general experience. General experience is progressively responsible experience which provides evidence the applicant has: (1) a good understanding of the methods and administrative machinery for accomplishing the work of an organization; (2) the ability to analyze problems and assess the practical implications of alternate solutions; (3) the ability to communicate effectively with others, orally and in writing; and (4) the capacity to employ the knowledge, skills and abilities in the resolution of problems.

This position requires a thorough knowledge of theories, principles, practices and techniques for supporting personal computers, IP telephones and the associated hardware and application software. Applicants must also possess the ability to develop effective work relationships with a range of users and skill in training non-technical personnel in computer-based techniques. Occasional travel within and outside the Eighth Circuit is required.

Conditions of Employment

- Applicants must be a U.S. citizen or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen immediately following meeting the eligibility.
- Selected applicants are hired provisionally pending the results of fingerprinting and a thorough background investigation. Background investigations are renewed every 5 years.
- Direct deposit of pay is required.
- Positions with the U.S. Courts are "excepted service" positions and employees serve "at will".
- All court employees are required to adhere to the [Code of Conduct for Judiciary Employees](#).
- All applicant information is subject to verification. Providing false and/or misleading information may be grounds for removal from the application and selection process, as well as disciplinary action if discovered after an individual's date of hire.

Benefits

- 11 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 Long-Term Care Insurance
- Optional participation in private Long-Term Care Disability Plan
- Credit for prior government service

Application Procedure

Applications are accepted through the applicant tracking system at this link:

<https://ca852383.hire.trakstar.com/jobs/fk0vgul>.

Submit cover letter and resume as a PDF.

The court reserves the right to modify the conditions of this announcement, commence interviews immediately, withdraw the announcement, or fill the position at any time, any of which actions may occur without notice.

The Court is not authorized to reimburse travel expenses for interviews or relocation.

The Federal Judiciary is an Equal Employment Opportunity Employer