



UNITED STATES BANKRUPTCY COURT SOUTHERN DISTRICT OF OHIO

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VACANCY ANNOUNCEMENT

PC TECHNICIAN CL 24

ANNOUNCEMENT NO. 2014-2
LOCATION: COLUMBUS, OH

OPENING DATE: JUNE 16, 2014
CLOSING DATE: JULY 11, 2014

STARTING SALARY \$35,615
PROMOTIONAL POTENTIAL CL 25 - \$63,945
THIS POSITION IS ONE YEAR AND ONE DAY.

POSITION OVERVIEW:

The PC Technician will be responsible for PC user support, both hardware and software.

The PC Technician is a member of the information technology team and performs various end user support activities. The incumbent provides day-to-day support and training for end users, installs and configures computer hardware and software programs, and performs routine troubleshooting.

MINIMUM QUALIFICATION REQUIREMENTS:

To qualify, applicants must have sufficient knowledge supporting PCs in a Windows 2003/2008 server environment, including the support of Windows 7 Professional and application support such as MS Office, WordPerfect, IE and Firefox. The Court will train on custom applications and technologies unique to the federal judiciary. Applicants must also have excellent time and project management skills and work well both individually and as part of multi-functional teams. Excellent communications and user interface skills are a must.

REPRESENTATIVE DUTIES:

- ⇒ Provide day-to-day end user support and assist with training staff in WordPerfect, Lotus Notes, Microsoft Office, Adobe Acrobat, and national and customized applications.
- ⇒ Distribute and install new hardware, including, but not limited to, PC hardware, laptops, printers, and mobile devices.
- ⇒ Install and configure new software applications.
- ⇒ Troubleshoot routine PC equipment and software problems.
- ⇒ Perform inventory of automation equipment.
- ⇒ Provide assistance with IT-related procurements when required.
- ⇒ Travel to divisional offices and other locations when necessary.
- ⇒ Perform other automation related duties as assigned.

EMPLOYEE BENEFITS

The United States Bankruptcy Court offers an excellent working environment, training and career development, state of the art case management technology, and the opportunity to start a career in the exciting field of judicial administration. The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Employees of the U. S. Bankruptcy Court ARE NOT included in the government's Civil Service classification system. They are, however, entitled to the same benefits as other federal employees. These benefits include:

- * 13 days paid vacation for the first three years.
- * 20 days paid vacation after three years.
- * 26 days paid vacation after fifteen years.
- * 13 days paid sick leave.
- * 10 paid holidays.
- * Choice of medical coverage from a wide variety of plans.
- * Life insurance options.
- * Participation in the Federal Employees Retirement System.
- * Participation in the Thrift Savings Plan (similar to 401K, with employer matching contributions).



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PC TECHNICIAN CONTINUED

EMPLOYEE BENEFITS (CONTINUED)

- * Participation in the Judiciary's Long Term Care Insurance program.
- * Participation in the Judiciary's Flexible Spending program (pre-tax contributions for medical/dental/optical expenses).
- * Participation in the Court's Public Transportation Subsidy program (dependent on fiscal year funding).
- * Participation in the Judiciary's Flexible Spending program (pre-tax contributions for medical/dental/optical expenses).
- * Participation in the Court's Public Transportation Subsidy program (dependent on fiscal year funding).

The Court will not reimburse candidates for travel in connection with interview or
Pay for any relocation expenses.

Only those interviewed will be notified of the selection outcome.

**THE COURT IS AN
EQUAL OPPORTUNITY
EMPLOYER**

COMPETENCIES (KNOWLEDGE, SKILLS AND ABILITIES)

Information Technology and Automation

- ⇒ Knowledge of hardware and software programs. Knowledge of telephone and wireless systems. Skill in the latest technology, routine hardware maintenance procedures, and electronic devices. Skill in training court personnel in relevant applications. Ability to implement, operate, and document information technology systems. Ability to build and maintain hardware images, and build anti-virus and other security protections on the desktop.
- ⇒ Knowledge of IT-related internal controls concerning procurement, inventory, and receiving of materials, including property management internal controls.
- ⇒ Ability to communicate technical information effectively (orally and in writing) to end users in a manner they can understand. Ability to interact effectively and appropriately with others, providing customer service and resolving difficulties while complying with regulations, rules, and procedures. Ability to work as part of a team.

ADDITIONAL INFORMATION

- * Applicants must be a citizen of the United States or be authorized to work in the United States
- * Selected Candidate will be subject to a background check as a condition of employment. Employment will be considered provisional until the background check is completed.
- * Employees of the United States Bankruptcy Court are "At Will" employees and can be terminated with or without cause by the Court.
- * Selected candidate will be subject to a 90-day probationary period
- * Employees must adhere to a Code of Conduct for Judiciary Employees
- * Payment of net salary is subject to mandatory electronic fund transfer (direct deposit) to a financial institution

HOW TO APPLY

Please email the following in PDF format to: OHSB_HR@ohsb.uscourts.gov

- ⇒ Cover Letter
- ⇒ Current Resume
- ⇒ AO 78 Application for Judicial Branch Federal Employment form located on the court's website <http://www.ohsb.uscourts.gov> under the General Information Tab.

ONLY THOSE APPLICANTS SELECTED FOR INTERVIEWS WILL BE CONTACTED.