



UNITED STATES BANKRUPTCY COURT NORTHERN DISTRICT OF MISSISSIPPI

Vacancy Announcement – Information Technology Specialist

Announcement Number:	2020-05
Position Title:	Information Technology Specialist
Type of Appointment:	Full-Time Temporary Appointment – Position may become permanent status based on budget.
Salary Range:	CL-25 \$42,302 to \$48,045 – Starting salary based on qualifications and experience.
Location:	Aberdeen, Mississippi
Opening Date:	September 23, 2020
Closing Date:	Applications must be received by 5:00 PM on October 9, 2020.

The United States Bankruptcy Court for the Northern District of Mississippi is currently accepting applications for an Information Technology Specialist. This position is located within the Information Technology Department and reports directly to the Information Systems Manager. This is a full-time temporary position; however, the position may become permanent without further advertisement and has the potential for promotion to a higher level without further competition.

Position Overview and Representative Duties:

The Information Technology Specialist provides administrative and technical support to the court in a wide range of areas, including developing and configuring hardware and software programs and providing support for complex technology projects. The incumbent also provides technical work related to designing, modifying, and adapting existing system software, as well as complex troubleshooting for hardware and software systems.

The Information Technology Specialist performs duties and responsibilities which include, but are not limited to, the following:

- Provide information and assistance to court staff via the IT helpdesk. Troubleshoot and provide guidance on technical program problems which can be completed over the telephone. Assist with web access issues. Provide information and assistance to users on applications such as word processing and data entry.
- Act as a technical expert in solving more complex system problems. Provide in-person trouble-shooting assistance with non-routine or more complicated issues which cannot be resolved via telephone.
- Customize programs for local needs. Prepare and maintain documentation on local programs, creating user cheat-sheets or forms, as applicable. Provide end-user training.
- Create user accounts and maintain associated documentation.

- Advise managers and users on types of specific information that can be readily extracted from existing files. Develop procedures and standards for data entry to ensure validity of the data.
- Perform automated tasks, including installing, troubleshooting, repairing, and configuring hardware and software. Test and evaluate new hardware and software prior to installation. Provide day-to-day systems backups and verify the validity of data. Maintain an up-to-date computer related inventory, in accordance with policies and regulations.
- Provide input and recommendations regarding IT related projects. Assist with office and chambers moves, reconnecting equipment in new locations.
- Perform other duties as assigned.

Qualification Requirements:

To meet the minimum requirements, applicants must be a high school graduate or equivalent; and have two years of general experience and one year of specialized experience. Specialized experience is progressively responsible experience that is in, or closely related to, the work of the position that has provided the knowledge, skills, and abilities to successfully perform the duties of the position. This includes technical aspects of automation systems, data processing and data communications and their applications, terminology, and methodology. Demonstrate accomplishment of computer project assignments that involved systems analysis, design, programming, implementation, integration, and management.

Education above a high school level may be substituted for general experience.

Preferred Skills/Qualifications:

Preference will be given to applicants who possess strong experience in delivering quality end user automation support to users in a fast paced, technically diverse environment, and possess a strong working knowledge of PC hardware, software, and Windows desktop operating systems in a networked (Microsoft Active Directory) environment.

A Bachelor's Degree in Computer Science or related field is strongly preferred.

Benefits:

The federal Judiciary offers a comprehensive benefits package (including paid vacation, sick leave, and holidays; participation in federal health benefits, life insurance, and retirement programs). For additional information regarding benefits, please visit the United States Courts website career page at www.uscourts.gov/careers.

Applicant Information:

Interviews will be held in Aberdeen, Mississippi and travel expenses cannot be reimbursed. Only the most qualified applicants will be considered for this position. As a condition of employment, background checks or investigations are mandatory for all new employees who are appointed to positions in the federal courts. An individual may be hired provisionally, pending successful completion of the necessary records checks. All court employees are "at will" employees, and therefore the appointee may be removed from this position at any time. Employees are required to adhere to the *Code of Conduct for Judicial Employees*, which is available for public review on the United States Courts website at www.uscourts.gov. The Federal Financial Reform Act requires

direct deposit of federal wages for court employees. Applicants must be U.S. Citizens or eligible to work in the United States. The court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date indicates.

Application Procedure:

Submit one PDF format document via email to MSNB_Jobs@msnb.uscourts.gov that includes the following:

- A cover letter;
- A resume that details experience and qualifications;
- A completed AO 78, Federal Judicial Branch Application for Employment (available on the court's website at www.msnb.uscourts.gov); and
- Contact information for three professional references.

Only timely electronic application documents will be reviewed for consideration. Applicants who fail to submit all required documentation or who submit application materials through any other means other than as provided above will not be considered.

The United States Bankruptcy Court is an Equal Opportunity Employer