

Position Title: Technology Specialist  
Temporary Position – one year and a day  
Possible conversion to permanent position  
Opening Date: March 2018  
Application Deadline: Until Filled  
Location: Gulfport, Mississippi  
Salary: CL 26 (\$44,562 - \$72,458) commensurate with qualifications and experience  
Position Available: May/June 2018

### **Position Description**

The Technology Specialist will provide automation and help desk support for judges, court staff and outside users. Technical support duties include installing, configuring and troubleshooting mobile devices, computer hardware and software, support of courtroom technology and other duties as assigned. This position is located in the Gulfport office.

### **Application Requirements**

Failure to comply with all requirements may result in disqualification of application.

**All application packages must include:**

- 1) Application for Judicial Branch Federal Employment, Form AO78\*\*\***  
(Please insure the form is saved properly and not blank when submitted.)
- 2) Detailed resume with professional and personal references;**
- 3) Copy of college transcript; and**
- 4) Letter of application that specifically addresses the applicant's qualifications, skills, and experience relative to each requirement and preference (where applicable) for this position.**

\*Application for Judicial Branch Federal Employment (Form AO 78) may be downloaded at [www.mssb.uscourts.gov](http://www.mssb.uscourts.gov).

### **Submission of Application Package**

Submit application package **including** Application for Judicial Branch Federal Employment (Form AO 78) in a single Portable Document Format (PDF), via email to:

[2018\\_TechSpec@mssb.uscourts.gov](mailto:2018_TechSpec@mssb.uscourts.gov)

## Minimum Qualification Requirements

To be qualified for appointment, candidates must meet the following requirements:

### Required Experience

- **Two years** progressively responsible information technology experience that provides an excellent understanding of the methods and procedures required to support the court's technology including
  - Knowledge of current technology, routine hardware maintenance and troubleshooting procedures, and commonly used software applications
  - Knowledge of IT security principles, practices, and policies
  - Knowledge of theories, principles, and practices for testing, installing, deploying, maintaining, and diagnosing problems with computer hardware and software
  - Basic knowledge of and troubleshooting skills with audio/visual systems
  - Familiarity with remote desktop protocols
  - One academic year of directly related course work may be substituted for one year of the above general experience on the basis of one academic year (30 semester hours or 45 quarter hours)
  
- At least **one year** specialized experience that reflects thorough knowledge of technology hardware and software programs with hands on experience with the following
  - installing and troubleshooting hardware such as printers, desktops, monitors, laptops, tablets, and peripherals
  - installing and troubleshooting end user applications such as:
    - Windows 7 / 10 and MAC OS
    - Microsoft Office 365
    - Adobe Acrobat 2017, Adobe Acrobat DC 2017
    - Microsoft Internet Explorer, Apple Safari, Mozilla FireFox and Google Chrome
    - Mobile devices for Apple iPads and iPhones

### Preferred Experience

- Three to five years of hands on hardware and software support experience
- Certification in Microsoft, Linux, Cisco, HP, or similar technologies
- Bachelor's degree in Information Technology, Computer Science or relevant field
- Installing, maintaining and troubleshooting SQL Server, PowerShell, HTML, WordPress, JAVA, and/or GovDelivery (content delivery systems)
- Demonstrated experience in advising and training non-automation personnel in automation techniques and processes

### Selection Process

Only the most qualified applicants will be invited for personal interviews. Final selection will be based on the results of interviews and subsequent background investigations. The court does not reimburse interview and/or relocation expenses. Offers may be extended, and the position may be filled, prior to the application deadline.

## **Background Check Requirement**

This is a high-sensitive position within the Judiciary. The selected candidate will be subject to a background investigation (including credit check, and technical fingerprint check through the FBI Criminal Justice Information Services Division database) as a condition of employment.

## **Representative Duties**

- Serve as the first point of contact for users seeking technical assistance.
- Provide technical support for desktops, laptops, mobile devices, courtroom technology, audio/visual equipment, court digital recording software, and other hardware and software used by the court staff.
- Handle moves, new setups and changes in computer equipment and peripherals such as printers, scanners, projectors, and copiers. Replace or upgrade software and hardware as directed.
- Assist users experiencing difficulties in the use of office applications such as word processing, email, browsers, Adobe Acrobat, and other software programs used by the court.
- Educate users on the use of court hardware and software via individual help sessions, demonstrations, classes, and written reference material.
- Travel to the other offices as needed to support court operations and tasks relevant to the position.
- Update GovDelivery, Facebook, website, Twitter, systems monitoring (Splunk Reporting), transcript backup, ECF account maintenance.
- Other duties as assigned.

## **At-Will Position**

The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Employees of the United States Bankruptcy Court serve under Excepted Appointment and are considered “At-Will” employees.

## **Benefits**

Employment benefits include:

- Participation in the Federal Health Insurance, Federal Employees Life Insurance, Federal Employees Group Long Term Disability, Federal Employees Retirement System, Thrift Savings Plan, and a Flexible Spending Plan;
- Choice of health plans; optional dental and vision health plans;
- 10 paid holidays per year;
- Free Parking; and
- Mandatory Electronic Funds Transfer (EFT) for net pay.

## **Application Checklist**

- A complete application package must be submitted to be eligible for consideration.
- Review all electronic documents before submission.

Questions – Lisa Garrison at [lisa\\_garrison@mssb.uscourts.gov](mailto:lisa_garrison@mssb.uscourts.gov) or 601-608-4609

