

CAREER OPPORTUNITY



UNITED STATES DISTRICT COURT DISTRICT OF CONNECTICUT VACANCY ANNOUNCEMENT - USDC-CT 24-1

POSITION: Information Technology Specialist
SALARY RANGE: CL 24 - 25* (\$51,003 - \$91,594)
DUTY STATION: New Haven, CT

OPENING DATE: January 23, 2024
CLOSING DATE: Open until filled.
Preference given to applications
received by February 7, 2024

*Depending on experience.

The United States District Court for the District of Connecticut is seeking an experienced Information Technology (IT) Specialist to support the New Haven seat of court. The IT Specialist provides technical support to the Clerk's Office and Chambers staff, including installing, troubleshooting, and training customers on software applications, supporting virtual desktop and portable computing hardware, diagnosing basic server and networking components, training and support of mobile devices, and supporting networked copiers and printers. IT Specialists are expected to be professional and courteous subject matter experts able to discern the needs of their customers.

Travel throughout all three seats of court (New Haven, Hartford, and Bridgeport) will occasionally be required to assist other Information Technology department staff, provide helpdesk coverage, assist with projects, and to attend department meetings.

REPRESENTATIVE DUTIES:

- Provide prompt support on more complex helpdesk service requests with a high degree of professionalism and accuracy;
- Meet established Service Level Agreements (SLA), maintain work log, and document resolutions thoroughly;
- Provide training and support for desktop and mobile computing hardware. Experience supporting virtual desktops (VDI) and Apple iOS devices is preferred;
- Provide tier two support for server and networking components with a firm understanding of core networking fundamentals;
- Provide support for networked copiers, printers, and high-speed scanners;
- Monitor critical infrastructure systems (power, temperature, log files, etc.);
- Assist with inventory control duties, including intake and excise of equipment;
- Prepare and maintain detailed technical documentation of department operating procedures, equipment maintenance, and hardware/software configurations. Must be able to prepare simplified instruction manuals of hardware and software for customers;
- Provide day-to-day systems backups and verify the validity of data;
- Provide input and recommendations regarding IT related projects;
- Maintain composure in high stress situations;
- Participate in rotating on-call schedule; and
- Responsible for other duties as assigned.

QUALIFICATIONS/ABILITIES:

The successful candidate must have leadership qualities which include the ability to:

- Collaborate and work effectively with all levels of court staff and other agencies.
- Communicate information clearly, accurately, and in a timely manner.
- Organize time and work effectively.
- Exercise good judgment and show initiative.

Attention to detail and analytical skills are a must. Responding to competing priorities, maintaining confidentiality, and handling sensitive matters professionally is essential. Work is performed in an office setting. Lifting of boxes and moving equipment is required; therefore, the incumbent must be able to lift up to 50 pounds and must be able to sit and or stand for extended periods of time. This position requires frequent mobility.

INFORMATION TECHNOLOGY QUALIFICATIONS:

- **Operating Systems:** Windows 10, Windows Server 2012-2019, MacOS and Apple iOS
- **Software:** Microsoft Office 365, Adobe Acrobat Professional, Exchange, Active Directory
- **Data Center and Networking Equipment:** Familiarity with Cisco Switches, Wireless Access Points, Uninterruptible Power Supplies, Network Racks and Enclosures, Structured Category and Fiber Cabling, VoIP, and VPN
- **Printing:** Canon copiers and HP printers
- **Certifications:** CompTIA, Microsoft, and Cisco certifications are preferred

EDUCATION:

High school graduation or equivalent is required. Education above high school level may be substituted for experience. Bachelor's degree in Information Systems or Computer Science is desired.

HOW TO APPLY:

To be considered for this position, please apply at : HR_department@ctd.uscourts.gov

Please attach in **PDF format** your cover letter, resume, salary history, proof of any certifications, and the Judicial Branch Federal Employment Application (AO 78).

Applications for Judicial Branch Federal Employment (AO 78) may be obtained at:

<https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>

The court will not reimburse external candidates for interview travel or relocation expenses. Due to the volume of applications, only applicants selected for an interview will be notified. **No phone calls please.**

BENEFITS:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement Benefits
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance

- Credit, time in-service, for prior government service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

CONDITIONS OF EMPLOYMENT:

- Successful applicants will be asked to show proof that they can legally work in the United States.
- Successful candidate will undergo a full fingerprint and background records check. Any applicant selected for a position will be hired provisionally pending successful completion of the background investigation.
- Mandatory electronic direct deposit of salary payment.
- Employees are required to adhere to the Code of Conduct for Judicial Employees [available to applicants to view at the court website: www.ctd.uscourts.gov].
- Employees of the U.S. District Court are Excepted Service Appointments. Excepted service appointments are at will and can be terminated with or without cause by the court.

The District of Connecticut is an Equal Opportunity Employer and values diversity and inclusion.