

NOTICE OF POSITION VACANCY**UNITED STATES PRETRIAL SERVICES OFFICE
UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF ILLINOIS**

The U.S. Pretrial Services Office for the Northern District of Illinois is currently accepting applications for the temporary position of Automation Support Specialist. This position will be filled as permitted by current budgetary constraints. The term of appointment may be less than but will not exceed one year and one day. In consideration of future budgetary conditions the court at its discretion may continue the temporary appointment or approve conversion to a permanent position.

DUTY STATION: Chicago, Illinois

POSITION DESCRIPTION: The Automation Support Specialist services the U.S. Pretrial Services Office for the Northern District of Illinois.

STARTING SALARY: Range is CL 25 - CL 26 depending on education and experience.

Classification level 25 (\$39,198 - \$63,732)

Classification level 26 (\$43,155 - \$70,201)

CLOSING DATE: March 21, 2008

DUTIES AND RESPONSIBILITIES:

- Assists in handling routine service calls/problems.
- Provides technical and end-user support for PC-based and nationally supported automated systems.
- Assists with installing, training, maintaining, and administrating automation hardware, software, and applications including the district's local area network.
- Assists with monitoring the operations of the equipment and systems on a daily basis.
- Responds to routine hardware and software questions, problems, and issues.
- Assists in system maintenance activities such as obtaining vendor quotes for automation hardware and software.
- Assists with installing, testing and implementing updated hardware releases of both commercial and office automation products and court-developed systems.
- Assists in keeping record systems up to date to ensure the accurate and timely documentation of hardware and software configuration.
- Assists the Systems Manager with monitoring systems operations to ensure, to the greatest extent possible, the continuous operation of assigned systems such as electronic mail, local area networks, generation and verification of system backups, inventory control duties and maintenance of backup tape libraries.
- Provide support for mobile computing devices and remote access. Confirm back-ups are run. Assist with inventory control duties.
- Travel to Rockford district office; out of district training is occasionally necessary.
- Performs other duties as assigned.

MANDATORY QUALIFICATION REQUIREMENTS: High School diploma and at least two years specialized experience including at least one year equivalent to work at the CL-24 level within the Judiciary's pay classification system. Familiar with Windows XP, Novell NetWare and Microsoft Windows networks. Specialized experience is progressively responsible experience in the computer technical field related to help desk support and working knowledge of computer hardware, software, and systems.

(2)

PREFERRED QUALIFICATION REQUIREMENTS: A bachelor's degree (or equivalent) in Computer Science, Information Systems Management, or a related technical field of study from an accredited college or university. Experience working in a federal government or federal court environment. The Automation Specialist must possess strong written and verbal communication skills, ability to work as an individual as well as a team member and ability to multitask. Familiar with Corel WordPerfect, Lotus Notes, and Symantec AntiVirus.

BENEFITS: Employees of the United States Pretrial Services Office serve under excepted appointments and are not subject to the regulations of the Civil Service Commission. They are, however, federal employees of the Judicial Branch and are entitled to most of the same benefits as other federal government employees. Some of the benefits are:

- Up to 13 days paid vacation per year for the first 3 years of employment, thereafter, 20 to 26 days per year, dependent upon the length of federal service.
- Mandatory participation in the federal retirement system and social security program.
- Optional participation in the federal health insurance program of your choice.
- Optional participation in a group life insurance program.
- A minimum of 10 paid holidays per year.
- Excellent opportunities for grade increases based upon performance.

When computing leave accrual and retirement benefits, time in service with other federal agencies, as well as time for prior military service, is taken into consideration.

TO APPLY: Application must be made on government application Optional Form OF612. You must also complete the addendum, Optional Form OF306. Application forms OF612 and OF306 may also be accessed on line through the GSA Standard and Optional Forms link at www.FedForms.gov. Official school transcripts for undergraduate and graduate degrees are required. Interested candidates should submit a cover letter and current resume (two page limit) with the application. Submit the completed application to the attention of: Administrative Operations Supervisor - Confidential (08-01), U.S. Pretrial Services Office, 219 S. Dearborn Street, Suite 15100, Chicago, IL 60604-1706.

Applicants must be U.S. citizens or eligible to work in the United States. The most qualified applicants will be interviewed in person and only those who are interviewed in person will receive a written response regarding their application status. Travel and relocation expenses will not be paid. The final candidate will be subject to a record check with law enforcement agencies and credit bureaus. Applicants called for interview will be given a written assessment exercise. The U.S. Pretrial Services Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written notice.

THE UNITED STATES COURTS IS AN EQUAL OPPORTUNITY EMPLOYER