



United States District Court
District of New Mexico
Office of the Clerk
333 Lomas Blvd. NW, Ste 270
Albuquerque, NM 87102
Telephone: 505-348-2000

NOTICE OF JOB OPPORTUNITY
UNITED STATES DISTRICT COURT, DISTRICT OF NEW MEXICO

Vacancy Announcement #: 12-ABQ/IS-3

ANNOUNCEMENT DATE: **October 22, 2012**

CLOSING DATE: **Open until filled**
Preference given to applications received by November 9, 2012

POSITION: **Information Systems Specialist (Full-time)**

STARTING LEVEL/SALARY: **CL26/Step 1 to CL27/Step 61**
\$41,786 to \$74,628
(Depending on Qualifications)
Promotion potential to CL27

LOCATION: **Albuquerque, New Mexico**

POSITION OVERVIEW

The U.S. District Court, District of New Mexico Clerk's Office is seeking a full-time Information Systems Specialist. This position reports to the PC Systems Supervisor. The Information Systems Specialist performs work related to procuring, installing, configuring, maintaining, troubleshooting, and upgrading the judiciary's computer systems including hardware, software, servers and networks. Responsibilities also include maintenance of on-site telecommunications systems and equipment. The incumbent is provided access to sensitive and confidential data and must demonstrate the highest level of integrity in all aspects of their position. Incumbent will be required to travel.

Recent college graduates are encouraged to apply.

DUTIES AND RESPONSIBILITIES

- ◆ Set up and perform system administration of Linux, Windows and Novell servers.
- ◆ Use technical knowledge to analyze the security risks of off-the-shelf products and applications and assist in maintaining automation security.
- ◆ Assist with design, editing and maintenance of District Court website, including internal and external web pages.
- ◆ Recommend hardware and software updates. Assist in the development and implementation of standard operating procedures for information technology.

- ◆ Install or upgrade new or revised off-the-shelf and home grown desktop releases. Set up, configure, install and document hardware and software. Assist with maintenance of system networks and communication devices.
- ◆ Respond to help desk calls and e-mails, and log technical problems. Troubleshoot hardware and software problems. Act as on-site technical expert to solve complex systems problems. Provide information and assistance to users.
- ◆ Execute projects independently from concept through testing and implementation.
- ◆ Other duties include providing individual and group training, creating user support documentation, providing basic system support for telephone systems, assisting with testing of systems/equipment, and establishing requirements for purchase of new automation systems and equipment.
- ◆ Perform related duties, as assigned.

MINIMUM REQUIRED EXPERIENCE/QUALIFICATIONS

At least two years general experience and one year specialized experience (see experience and educational substitutions below). Specialized experience requirements can be achieved through a combination of relevant experience (consecutive or not) and may include internships.

General Experience

Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

Specialized Experience

Progressively responsible experience related to the technical aspects of data processing, office automation, and data communications and their applications, terminology and methodology, including the accomplishment of computer project assignments that involve systems analysis, design, implementation, integration and management.

EDUCATIONAL SUBSTITUTIONS

Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience. Education may not be substituted for specialized experience because court support positions require hands-on experience to be credited as specialized experience.

EXPERIENCE SUBSTITUTIONS

Excess specialized experience may be substituted for required general experience.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

INFORMATION TECHNOLOGY AND AUTOMATION

- ◆ Knowledge of principles, practices and usage of computer hardware, software, and data communications systems and configurations. Knowledge of the capabilities, limitations, and functional applications of information technologies. Skill in using supported applications and knowledge of their design.
- ◆ Skill in troubleshooting.
- ◆ Knowledge of operating systems, servers, and workstation products. Knowledge of Local Area Networks (LANs) and Wide Area Networks (WANs), including systems security standards.
- ◆ Skill in performing routine hardware maintenance. Skill in identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- ◆ Knowledge of project planning and execution.

COURT OPERATIONS

- ◆ Ability to apply the court's policies, procedures, practices, and guidelines related to information technology. Ability to learn court operations and department roles and responsibilities.

JUDGMENT AND ETHICS

- ◆ Knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

WRITTEN AND ORAL COMMUNICATION

- ◆ Ability to communicate technical information effectively (both 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.

COURT PREFERRED EXPERIENCE/QUALIFICATIONS

- ◆ A bachelor's degree from an accredited four-year college or university, preferably in Computer Science, Information Systems, or a related field.
- ◆ Knowledge of Linux, Windows, Novell OES, Mozilla Firefox, Lotus Notes, Word Perfect, Microsoft Office Suite and Open Office.
- ◆ Knowledge of Linux server setup and administration.
- ◆ Knowledge of telephone and wireless systems.
- ◆ Skill in training audiences from line staff up to executive level, in the area of information technology.
- ◆ Skill in writing program documentation.
- ◆ Knowledge of internal controls concerning procurement, inventory, and receiving of materials, including property management internal controls.

CONDITIONS OF EMPLOYMENT

- ◆ New employees are subject to a one-year probationary period beginning on the date of their appointment. This provides time for the employee to become acquainted with the functions of the new position and allows the court to evaluate the employee's overall performance. There is no appeal process available to any employee dismissed during the probationary period.
- ◆ Employees must be United States citizens or eligible to work in the United States.
- ◆ Employees of the United States District Court are Excepted Service Appointments; Excepted Service Appointments are "at will" and can be terminated with or without cause by the court.
- ◆ The United States District Court requires employees to adhere to a code of Ethics and Conduct. Applicants are subject to a criminal background investigation and skills assessment testing.
- ◆ An individual may be hired provisionally pending successful completion of the necessary records checks.
- ◆ Travel for an interview and relocation expenses will not be reimbursed.
- ◆ The court provides reasonable accommodations to applicants with disabilities.
- ◆ Direct deposit (EFT) of salary earnings is required.

BENEFITS

A generous benefits package is available to full-time permanent employees which may include:

- ◆ A minimum of 10 paid holidays
- ◆ Paid annual leave in the amount of 13 days per year for the first three years, 20 days after three years, and 26 days after fifteen years
- ◆ Paid sick leave in the amount of 13 days per year
- ◆ Optional participation in Federal Employees Health Benefits, Federal Employees Group Life Insurance, the Flexible Benefits Program' and Long-Term Care Insurance
- ◆ Retirement benefits (FERS)
- ◆ Thrift Savings Plan
- ◆ Eligibility for private long term disability plan options
- ◆ Credit for prior government service

APPLICATION INFORMATION

Qualified applicants must submit a **cover letter with three references and an *AO-78 (*Federal Judicial Branch Application for Employment*)** by email to: usdcjobs@nmcourt.fed.us. PLEASE INCLUDE "IS SPECIALIST" IN THE SUBJECT LINE.

* The AO-78 can be downloaded at www.uscourts.gov.

Applications must be submitted in ONE PDF document.

Illegible or incomplete applications may result in loss of consideration for the position. Applications must be received by the deadline. PDF format is required. Documents that cannot be opened by the court cannot be considered.

Only qualified applicants will be considered for this position and are encouraged to apply. Only applicants selected for an interview will be contacted and must travel at their own expense. The U.S. District Court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may elect to select a candidate from the original qualified applicant pool.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER