



**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

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

**Vacancy Announcement #: 12-SF/IS-1**

**ANNOUNCEMENT DATE:** January 13, 2012

**CLOSING DATE:** Open Until Filled  
(preference given to applications received by 12:00pm, 02/17/2012)

**POSITION:** Information Systems Specialist  
(Part-time: 24 hours per week)

**STARTING LEVEL/SALARY:** CL26/Step 1 to CL 27/Step 61  
\$25,071 to \$44,776  
(Depending on Qualifications)  
Promotion Potential to CL 27

**LOCATION:** Santa Fe, New Mexico

**POSITION OVERVIEW:**

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

Recent college graduates are encouraged to apply.

**DUTIES AND RESPONSIBILITIES:**

Execute projects independently from concept through testing and implementation.

Setup and 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.

Installation or upgrade of 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, 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.

Other duties will include the provision of individual and group training, creation of user support documentation, basic system support for telephone systems, assistance with testing of systems/equipment and establishing requirements for purchase of new automation systems and equipment.

Performs other 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, data communications and their applications, terminology and methodology, including the accomplishment of computer project assignments that involve systems analysis, design, implementation, integration and management.

#### **EXPERIENCE SUBSTITUTIONS:**

Excess specialized experience may be substituted for required general experience.

#### **EDUCATIONAL SUBSTITUTIONS:**

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

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of project planning and execution. Knowledge of Linux server setup and administration. Knowledge of hardware and software systems and configurations. Knowledge of and skill in using supported applications and their design. Knowledge of theories, principles, practices and usage of computer hardware and software, and data communications including skill in determining causes of operating errors. Knowledge of the capabilities, limitations, and functional applications of information technologies. 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 training court personnel. Skill in writing program documentation. Skill in identifying problems and reviewing related information to develop and evaluate options and implement solutions.**

**Ability to communicate technical information effectively (orally and in writing) to end users, individually and in groups, in a manner that they can understand. Ability to interact effectively and appropriately with others, providing customer service and resolving difficulties while complying with regulations, rules, and procedures. Ability to work as part of a team. Skill in translating and documenting technical terms into non-technical language.**

**Candidates should possess strong organizational and people skills; good judgment, tact, self-motivation, trustworthiness, and initiative; and the ability to express oneself clearly and concisely.**

## **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, Word Perfect, Mozilla Firefox, Lotus Notes, and Open Office.**
- ◆ **Knowledge of telephone and wireless systems.**
- ◆ **Knowledge of court policies, procedures, and guidelines.**
- ◆ **Knowledge of and compliance with the Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.**
- ◆ **Knowledge of internal controls concerning procurement, inventory, and receiving of materials, including property management internal controls.**

## **CONDITIONS OF EMPLOYMENT:**

- ◆ **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.**
- ◆ **Due to the nature of this position, the incumbent is required to reside within a 15 mile radius of the Courthouse to respond timely in critical situations.**
- ◆ **Travel for an interview and relocation expenses will not be reimbursed.**
- ◆ **The court provides reasonable accommodations to applicants with disabilities.**
- ◆ **This position is subject to a one-year probationary period.**

- ◆ Direct deposit (EFT) of salary earnings is required.

### **BENEFITS:**

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

- ◆ A minimum of 10 paid holidays
- ◆ Paid annual leave (accrues at the part-time rate of 1 hour for every 20 hours in a pay status for the first three years)
- ◆ Paid sick leave (accrues at 1 hour for every 20 hours in a pay status regardless of years of service)
- ◆ Optional participation in Federal Employees Health Benefits
- ◆ Optional participation in Federal Employees Group Life Insurance
- ◆ Optional participation in the Flexible Benefits Program
- ◆ Optional participation in Long-Term Care Insurance
- ◆ Retirement benefits (FERS)
- ◆ Thrift Savings Plan
- ◆ Eligible for private long term disability plan options
- ◆ Credit for prior government service

### **APPLICATION INFORMATION:**

Qualified applicants must submit a cover letter and \*AO-78 (Federal Judicial Branch Application for Employment) by email to:

Attn: Monique Apodaca-Armendariz  
EMAIL: [monique\\_apodaca-armendariz@nmcourt.fed.us](mailto:monique_apodaca-armendariz@nmcourt.fed.us)

\*The AO-78 can be downloaded at [www.uscourts.gov](http://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 downloaded 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 after 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**