

VACANCY ANNOUNCEMENT



UNITED STATES DISTRICT COURT WESTERN DISTRICT OF LOUISIANA

Position Title:	Information Technology Technician
Type:	Part time or Full time Temporary*
Hours:	Minimum of twenty hours per week up to forty hours (Depending upon successful applicant's availability)
Location:	Lafayette Division
Closing Date:	March 7, 2014 at 3:00 p.m.
Starting Salary/Range:	\$16.68 - \$20.86 per hour (CL 24)** <i>Depending upon qualifications and experience</i>

**This position may be converted to a permanent position (contingent upon funding) without further posting.
**Promotion potential up to CL 25 without further competition.*

Position Overview:

The United States District Court, Western District of Louisiana is seeking an Information Technology Technician to join our IT Team. This position reports to the Assistant Director of IT. The incumbent will work as an integral member of the IT Department that performs end user support activities.

Responsibilities:

Respond to requests for assistance, log computer problems, and assist with routine requests; issues that are not quickly resolved are escalated to the next level IT staff. Configure new hardware, install and update software packages, and maintain computer networks. Assist with creating user accounts and providing end user training. Assist with courtroom technology. Provide support for mobile computer devices and remote access. Perform inventory control duties. Experience with smart phones, iDevices, and tablet configuration highly desirable. Perform basic system support for telephone systems. Provide cabling support. Perform all other duties as assigned.

Qualifications:

To qualify for the position of Information Technology Technician, candidates must have a high school diploma or the equivalent and one to two years of progressively responsible experience in information technology support. Experience in customer service and very strong communication skills for explaining technical concepts to non-technical staff a must. The individual must be able to work as part of a team and possess good record keeping and organizational skills. A professional, customer oriented demeanor for interacting with court staff is required. Must be able to work independently with little supervision and exercise mature judgment. Travel is occasionally required, usually day trips. A Bachelor's degree from an accredited college or university is preferred.

Additional Conditions of Employment:

The successful candidate is subject to a background check or investigation, which includes an FBI fingerprint check as a condition of employment. Employee retention depends upon a favorable suitability determination.

Applicants must be a U.S. citizen or permanently eligible to work in the United States.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

All court employees are required to adhere to a Code of Conduct. Successful completion of a six-month probationary period is required. All U.S. District Court employees are "at will" employees and serve at the pleasure of the Court.

The court cannot reimburse candidates for interview travel or relocation expenses.

The Court will only communicate with those qualified applicants who will be invited for an interview.

The Court reserves the right to modify the conditions of this vacancy announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.

Procedure for Applying:

Qualified applicants should submit **complete** applicant's package which includes: (1) a letter of interest, (2) a current/detailed resume which includes three professional references, and (3) a completed Application for Judicial Branch Employment (Form AO-78). Applicant's packages must be emailed no later than Friday, March 7, 2014 at 3:00 p.m. to be considered. Applications for Judicial Branch Federal Employment (Form AO-78) can be downloaded from our website at www.lawd.uscourts.gov. If you fail to provide all of these documents, your application package will be considered incomplete and will not be considered any further. Please email your complete package to: lawd_applications@lawd.uscourts.gov. Attachments must be saved and submitted as **one** (1) PDF file. Multiple attachments WILL NOT BE accepted.