

UNITED STATES DISTRICT COURT WESTERN DISTRICT OF LOUISIANA



CAREER OPPORTUNITY

The United States District Court for the Western District of Louisiana is accepting applications for the position of Automation Support Specialist

Position Title:

Location of Position:

Announcement Number:

Closing Date:

Salary Range:

Automation Support Specialist, Part-Time

Shreveport, Louisiana

16-WDLA-4

May 9, 2016 (close of business)

\$15.39 - \$19.25 per hour, (CL 23)

Starting salary commensurate with work experience, education, prior/present pay history and previous federal court experience. If hired at CL 23, promotion to the higher level, budget allowing and when determined qualified, would be available without further competition

POSITION OVERVIEW

The U.S. District Court for the Western District of Louisiana currently seeks an individual to work part-time (12 to 24 hours per week) in the automation department. This individual will work under the direction of the Director of Information Technology.

REPRESENTATIVE DUTIES

- Assists the automation support staff with basic PC computer hardware and software, installation, maintenance, and support.
- Assists with the installation and troubleshooting of court computers.
- Assists with inventory, disposal, and asset tracking of court computers.
- Assists with PC software updates and patches.
- Assists with creation of basic network diagramming and documentation.
- Assists with the creation of basic user documentation and basic end user training.
- Assists with basic network cabling issues.
- Assists with basic end user support of commercial and local software applications.
- Travel is required.
- Perform all other duties as assigned.

MINIMUM QUALIFICATIONS

To qualify for the position of Automation Support Specialist, an applicant must have a high school diploma or equivalent and two years of general experience. Lifting of heavy equipment is required.

General experience is 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.

REQUIRED SKILLS:

- The ability to install, configure, and troubleshoot PC hardware.
- The ability to install, configure, and troubleshoot the Windows operating system, including experience with Windows XP 7/10
- Demonstrated customer service skills.

DESIRED SKILLS:

- Experience with Windows XP 7/10 Professional computer roll outs using imaging software such as Ghost, etc.
- A working knowledge of computer networking, including file/print servers, client/server technology, basic network routing (TCP/IP), and CAT5/6.
- Experience with Windows 2008 Server, Microsoft Office.
- Experience with Cisco VPN, Microsoft Remote Desktop, Lotus Notes, WordPerfect, and Microsoft Word.
- Experience with VMware and Mac OSX.
- Experience with Audio/Video equipment.
- Experience with Apple iOS and/or MS Surface products.

REQUIRED CLEARANCES

This position is classified as a sensitive position, therefore, the successful applicant will be required to submit to a background clearance, which will include a criminal history and fingerprint check. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Retention will depend upon a favorable suitability determination of the investigation.

HOW TO APPLY

Qualified applicants should submit a **complete** applicant's packet which includes a letter of interest; detailed resume including three professional references, copies of college transcripts, and a completed Application for Judicial Employment, Form AO-78 available at <http://www.uscourts.gov/forms/AO078.pdf>

Applicant's packets must be **received** by the closing date to be considered.

Please mail an original **and four copies** to U.S. District Court, Attention: Human Resources, 800 Lafayette St., Suite 2100, Lafayette, La 70501

BENEFITS

Paid annual and sick leave, Retirement benefits under the Federal Employees Retirement System (FERS), Thrift Savings Plan (401k styled) with employer matching contributions, Health benefits under the Federal Employees Health Benefits Program (FEHB), Supplemental Dental and Vision Benefits under the Federal Employees Vision and Dental Plan (FEDVIP), Life insurance benefits under the Federal Employees Group Life Insurance Program (FGLI), Flexible Benefits Program for Health Care Reimbursement and Child Care Reimbursement

ADDITIONAL INFORMATION/CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or eligible to work in the United States.

Due to the volume of applications received, only applicants selected for an interview will be notified.

Applicants selected for interviews will be required to travel to the designated location at their own expense. The court is not authorized to reimburse applicants for travel and/or relocation expenses.

The court requires employees to adhere to a Code of Conduct which is available to applicants for review upon request.

The incumbent will be subject to a six month probationary period.

All employees of the court are "at will" and serve at the pleasure of the court.

This position is subject to mandatory electronic funds transfer (direct deposit) of federal wages for court employees.

The court has a right to modify the conditions of this announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written notice.

The U.S. District Court for the Western District of Louisiana is an Equal Opportunity Employer and values diversity in the workplace.