

**United States District Court and United States Probation Office
District of Kansas
Vacancy Announcement #KC12-7**

Position: Information Technology Technician II
Announcement: KC12-7
Location: Kansas City, Kansas
Issue Date: August 10, 2012
Closing Date: Open Until Filled

Classification Level/Salary Range

Starting Salary Range: CL 25/1 - CL 25/25 (\$37,941 - \$47,448)

*Potential Salary Range: CL 25/1-25/61 (\$37,941-\$61,709)

*Advanced in-step placement available for qualified applicants at the court's discretion.

Position Overview

The Information Technology Technician II is responsible for providing help desk and technical support to all clerical, administrative, chambers and probation staff including support for all PC-based data processing, office automation, unified communications support, data communication processes, telephone lines / equipment, and end-user training. The incumbent also performs routine to moderately complex troubleshooting for hardware and software systems.

The Information Technology Technician II may assist with the acquisition, introduction, application, and operation of automated systems throughout the court including financial systems, jury systems, public access systems, and other courtroom and chambers automated equipment.

This position requires lifting and moving equipment, and may require the occasional performance of duties outside regular business hours. Occasional travel to the divisional offices in Topeka and Kansas City may be required.

Qualification Requirements

Mandatory: One year of specialized experience. "Specialized Experience" means progressively responsible experience that is in, or closely related to, the work of the position and that has provided the particular knowledge, skills and abilities to successfully perform the duties of the position. Examples include experience related to the technical aspects of data processing, office automation, and data communications onsite and/or remote technical support of hardware/software/peripherals, basic IP phone and troubleshooting, audio-visual technologies, mobile devices and their applications, terminology, methodology, and experience in end-user training.

Preferred: Bachelor's degree in computer science or related field from an accredited college or university. CompTIA A+ Certification. Experience with recent versions of software including Microsoft Windows 7, WordPerfect Office, Microsoft Office, Lotus Notes, Adobe Acrobat, Apple desktop operating systems and software, and Apple iOS mobile devices. Familiarity with Linux and legacy Novell Netware operating environments a plus.

Desired Skills and Characteristics: Excellent interpersonal and communication skills (oral and written), with an ability to listen and quickly discern customer needs and priorities. Time management skills, ability to handle multiple tasks simultaneously while also meeting deadlines. Accuracy and attention to detail are exceptionally important. Excellent collaboration skills with IT and other court staff. A candidate who demonstrates initiative and an eagerness to learn and take on new challenges will be especially appealing.

Employee Benefits

1. 13 days per year paid vacation for the first three years.
 2. 20 days per year paid vacation after three years.
 3. 26 days per year paid vacation after fifteen years.
 4. 13 days per year paid sick leave.
 5. 10 paid holidays per year.
 6. Choice of healthcare coverage, including dental & vision coverage.
 7. Life Insurance options.
 8. Participation in the Federal Employees Retirement System.
 9. Participation in the Thrift Savings Plan (tax deferred retirement savings plan).
 10. Participation in the Long Term Care Insurance plan.
 11. Participation in the Flexible Benefits Program.
 12. Free parking.
 13. Free onsite fitness center.
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How to Apply

To apply for this position, please submit a letter of interest with your salary requirements and a chronological resume by e-mail to:

ksd_recruitment@ksd.uscourts.gov

*** Please indicate the position number (KC12-7) in the subject line of the e-mail.**

Incomplete application packets will NOT be considered.

For more information about the federal court or this position, please visit our website at:

www.ksd.uscourts.gov

Information for Applicants

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein. This position is subject to mandatory participation for payment of net pay (i.e. Direct Deposit) and a background check. The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Due to the volume of applications received, the Court may only communicate to those individuals who will be interviewed for open positions. Travel and relocation expenses will not be paid. Qualified applicants will be subject to a credit and criminal background check. This position is subject to mandatory Electronic Fund Transfer for payment of net pay. **Applicants must be United States citizens or eligible to work for the United States government. Eligibility of non-citizens may be verified prior to interview.**

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY
EMPLOYER.**
