

**UNITED STATES DISTRICT COURT
DISTRICT OF MASSACHUSETTS**
www.mad.uscourts.gov, Employment, Current Openings

NOTICE OF VACANCY

Position Title: PC Systems Administrator

Position Type: Full-time Permanent (FTP), Excepted Service

Announcement #: #09-05

Location: Boston, Massachusetts

Classification Level: CL-26 * (Salary range \$44,721 - 72,691), depending on experience

* Future potential for promotion to CL-27, depending on the needs of the court unit over time

Opens: October 23, 2009 **Closes:** Open until filled

The Clerk's Office currently is seeking applications for a PC Systems Administrator. This position is assigned to the Information Technology Department of the U. S. District Court Clerk's Office.

Representative Duties

The PC Systems Administrator is responsible for workstation and server administration, user support, troubleshooting and computer security. This includes installation, repair, and maintenance of personal computers, printers, telephones, Audio-Visual equipment, and network systems.

Minimum Qualifications

Work place experience with Windows desktop and server operating systems, Active Directory, MS Office, and desktop security software.

Excellent interpersonal and administrative skills.

Ability to explain technical concepts in an understandable manner.

Proficiency at writing effective instructions for users and fellow staff.

Professional ability to prepare reports and memos.

Ability to independently analyze, isolate, and solve problems in complex systems.

Experience with WordPerfect and Lotus Notes is preferred.

Bachelor's degree in Computer Science or related field is strongly preferred.

Applicants must be U.S. citizens or meet the exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental United States.

FBI Background Investigation

Applicants considered for this position will undergo a Federal Bureau of Investigation (FBI) background investigation defined as a technical fingerprint search of the criminal history records of the FBI national fingerprint database to determine if there is an arrest record on the individual.

Benefits

A generous benefits package is available and includes the following:

- ◆ Ten (10) paid federal holidays
- ◆ Paid annual and sick leave
- ◆ Retirement benefits under the Federal Employees Retirement System (FERS)
- ◆ Health benefits under the Federal Employees' Health Benefits Program (FEHB)
- ◆ Dental and Vision insurance options under the Federal Employees Vision and Dental Insurance Program (FEDVIP)
- ◆ Flexible Benefits Program
- ◆ Life insurance benefits under the Federal Employees' Group Life Insurance Program (FGLI)
- ◆ Federal Employees' Group Long Term Disability Program (FGLTD)
- ◆ Long Term Care Insurance options through the Federal Judiciary or the Office of Personnel Management (OPM)
- ◆ Transit Subsidy Program (upon successful completion of initial probationary period).

Hours

8:30 AM to 5 PM, with some extra hours early morning, evenings or weekends, as needed.

How To Apply

Submit all of the following documents as directed below. (1) A formal letter of interest, (2) A current resume, and (3) A completed AO-78, Application for Federal Judicial Branch employment to:

United States District Court
Attn: Nancy M. Cashman, HR Coordinator
John Joseph Moakley U.S. Courthouse
1 Courthouse Way, Suite 2300
Boston, MA 02210

Applications also accepted by e-mail: usdcmajobs@mad.uscourts.gov

Note: If you apply by e-mail, please make certain the code HR Mail appears in the subject line of your e-mail correspondence to usdcmajobs@mad.uscourts.gov.

Application forms (AO-78) are available on our website in fillable format at www.mad.uscourts.gov. **Please print or type all information, and provide your signature where indicated.** If your application does not provide all information requested, or if your applicant packet is not complete, you may lose consideration for this position.

Information For Applicants

The U. S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position earlier than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein. Applicants who do not submit all requested materials by the closing date of this announcement may lose consideration for the position.

Due to the expected high volume of applicants for this position, the U.S. District Court will only make contact with those qualified applicants who will be invited to interview. Applicants invited for a personal interview will be subject to a criminal record check with law enforcement agencies.

The Federal Financial Management Reform Act requires direct deposit of federal wages. Completion of a six-month probationary period is required.

NO FAXES PLEASE

EQUAL OPPORTUNITY EMPLOYER