

**UNITED STATES DISTRICT COURT
DISTRICT OF MASSACHUSETTS**

NOTICE OF VACANCY



POSITION TITLE: PC Systems Administrator

POSITION TYPE: Full-Time Regular (FTR), Excepted Service

ANNOUNCEMENT #: #23-10

LOCATION: Boston, Massachusetts

CLASSIFICATION LEVEL: CL 26-27 (\$56,600 - \$101,091) *

* Starting salary usually in the low to middle portion of the range provided above, depending upon qualifications and experience. Promotion to the higher level is dependent on the needs of the office, assigned work duties, budget and individual performance.

OPENS: November 22, 2023

CLOSES: Open Until Filled
{Preference those who apply by 12/15}

The U.S. District Court Clerk's Office currently is accepting 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 administration, mobile device administration, advanced troubleshooting, computer security, patch management and some server administration tasks. This includes installation, repair, and maintenance of personal computers, mobile devices, printers, telephones, Audio-Visual equipment, and network systems.

Minimum Qualifications/Requirements:

- At least three years progressively responsible workplace experience with Windows desktop and server operating systems, Active Directory, MS Office, and desktop security software.
- Must be highly self-motivated, extremely detail-oriented and organized.
- Must present a professional demeanor, positive personality and work well in a team environment.
- Candidates should be mature, responsible, poised, possess tact, diplomacy, good judgement, analytical skills, initiative, and excellent customer service skills.
- The incumbent must have strong verbal and written communication skills.
- Ability to explain technical concepts in an understandable manner.
- Proficiency at writing effective instructions for users and fellow staff.

- Must be an innovative and creative problem solver who can effectively work with management on projects and daily challenges.
- Commitment to public service.
- Ability to independently analyze, isolate, and solve complex problems.

Preferred Qualifications:

- Bachelor’s degree in Computer Science or related field.
- Experience with virtual desktop systems
- Familiarity with Microsoft Office, Outlook, Teams, Windows, Zoom and Adobe Acrobat
- Knowledge of scripting languages

FBI Background Investigation

As a condition of employment, the selected candidate must successfully complete a ten-year background investigation, and every five years thereafter will be subject to an updated investigation similar to the initial one. The investigation includes an FBI fingerprint check, and retention in the position will depend upon a favorable suitability determination.

Benefits

A generous benefits package is available and includes the following:

- Eleven (11) paid federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS), which includes the Thrift Savings Plan, a 401k style retirement savings program with employer matching and automatic contributions
- Health benefits under the Federal Employees Health Benefits Program (FEHB)
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FEGLI)
- Flexible Benefits Program with Healthcare, Dependent Care, and Commuter/Parking Reimbursement Accounts
- Dental and Vision insurance options under the Federal Employees Vision and Dental Insurance Program (FEDVIP)
- Transit Subsidy Program

Hours:

Clerk’s Office hours are from 8:30 AM to 5:00 PM, Monday through Friday, with some early morning or extended hours as needed. Some remote work will be allowed.

How To Apply:

Consideration will only be given to those that apply through the court’s online applicant tracking system. To view openings and to apply, visit our applicant tracking system at <https://forms.mad.uscourts.gov/recruitment/>

Applicants must submit the following:

1. A cover letter of interest indicating why you are interested in this position and what best qualifies you
2. A current resume
3. A list of three (3) professional references and their current contact information; and,
4. A completed AO-78, Application for Judicial Branch Federal Employment (submitted via applicant system).

Information For Applicants:

The District of Massachusetts is an equal opportunity employer that is committed to a diversified workforce. Employees of the U.S. District Court are appointed in the excepted service, are considered “at-will” employees, and serve at the pleasure of the Court. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. Applicants must be a United States Citizen or permanently eligible to work in the United States. The United States District Court is a part of the Judicial Branch of the United States government. Although

comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service employment.

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.

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

Due to the expected high volume of applicants for this position, the U.S. District Court will only contact those qualified applicants who will be invited to interview.

NO FAXES PLEASE