



## POSITION ANNOUNCEMENT

**POSITION:** IT Administrator

**LOCATION:** Burlington, Vermont

**ANNOUNCEMENT:** 2016-01

**POSITION STATUS:** Full-Time Permanent

**SALARY RANGE:** \$39,171 - \$63,664

**DEVELOPMENTAL RANGE:** \$39,171 - \$48,968  
Salary dependent upon qualifications and experience,  
including court preferred skills.

**CLASSIFICATION LEVEL:** CL-25

**OPENING DATE:** January 20, 2016

**CLOSING DATE:** Open until filled with first  
preference given to those who apply by February 7.

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The clerk's office for the United States District Court for the District of Vermont provides administrative, operational, and technical support to the federal court at three staffed locations: Burlington, Brattleboro, and Rutland. This position is located in the Burlington clerk's office. Under a shared administrative services agreement, the incumbent performs IT administration activities for the United States District and Bankruptcy Courts. Travel is required to support the Brattleboro and Rutland offices, including occasional overnight assignments. Occasional travel is required for on-going professional development and conferences.

### **DUTIES AND RESPONSIBILITIES:**

The IT Administrator is responsible for first-line help-desk support and various IT support and training functions. The duties include, but are not limited to, the following:

Provide end-user support and resolve system-related problems; establish, coordinate, and provide training in systems use and capabilities; assist with presentations and technical briefings involving systems-related topics to court managers, judges, and members of the Bar.

Implement and maintain automated court systems, including administrative applications (word processing, spreadsheet), groupware (email, calendaring); conduct security assessments; maintain security solutions for court systems; remain current with federal court guidelines and best practices.

Evaluate hardware and software to determine, recommend, and implement enhancements needed to support the court's mission; analyze existing applications to identify and correct problems; recommend systems modifications as required; coordinate timely installation, inventory, and repair of hardware (considerable physical effort may be required in moving, connecting, and trouble-shooting computer equipment).

Operate audio/visual equipment and assist with videoconferencing and teleconferencing; respond to day-to-day support needs of courthouse audio/visual systems throughout the district, including installation, support, maintenance, troubleshooting, and repair; provide audio/visual systems training for court staff, other agencies, and the Bar; assist in the development and maintenance of system documentation and user-friendly resources for system operation;

Test systems and monitor user concerns, including testing the equipment to ensure all systems are operating correctly. Travel to other court locations on an as-needed basis; perform other duties as assigned by management.

### **MINIMUM QUALIFICATIONS:**

General Experience: The candidate must be a high school graduate (or equivalent) and possess two years of general experience. General experience is progressively responsible experience that provides evidence the applicant has: (1) a good understanding of the methods and administrative machinery for accomplishing the work of an organization; (2) the ability to analyze problems and assess the practical implications of alternate solutions; (3) the ability to communicate effectively with others, orally and in writing; and (4) the capacity to employ the knowledge, skills, and abilities in the resolution of problems.

Specialized Experience: This position requires one year of specialized experience demonstrating a thorough knowledge of theories, principles, practices, and techniques for supporting personal computers, associated hardware and software, and audio/visual systems. Applicants must also possess the ability to develop effective work relationships with a range of users and skill in training non-technical personnel in computer-based techniques.

### **DESIRABLE QUALIFICATIONS / COURT PREFERRED SKILLS:**

Knowledge of the installation and maintenance of Windows based workstations in an Active Directory environment; Group Policy management; desktop imaging; patch management; audio/visual systems support; excellent communication skills; the ability to work harmoniously in a team environment; a degree in Computer Science or related field.

### **EDUCATIONAL SUBSTITUTIONS:**

Education above the high school level in an accredited institution may be substituted for the general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of experience. Education may not be substituted for specialized experience.

### **BENEFITS:**

Judiciary employees are not classified under Civil Service, but are entitled to similar benefits. These include the Federal Employees Retirement System (FERS); Thrift Savings Plan; health, life, and disability insurance programs; flexible spending accounts; 10 paid holidays per year and a graduated leave plan; and periodic pay increases contingent upon funding and performance. Judiciary employees serve under "Excepted Appointment" and are considered "At-Will" employees.

**APPLICATION PROCESS:**

Qualified applicants should submit a cover letter and resume to:

Email: [HR@vtd.uscourts.gov](mailto:HR@vtd.uscourts.gov)

Subject: IT Administrator Position

The United States District Court is an Equal Opportunity Employer. The Court reserves the right to withdraw the job announcement without prior notice. Only applicants selected for interviews will be contacted. Applicants must be a U.S. citizen or be eligible to work in the United States. Travel and/or relocation expenses are the responsibility of the applicant. The successful applicant will be subject to a background check and subsequent favorable determination as a condition of employment. All appointments are subject to mandatory Direct Deposit.