



POSITION ANNOUNCEMENT

POSITION: IT Administrator

LOCATION: Rutland, Vermont

ANNOUNCEMENT NUMBER: 2013-01

POSITION STATUS: Full-Time Permanent

OPENING DATE: April 18, 2013

CLOSING DATE: Open Until Filled

SALARY RANGE: \$37,941 - \$61,709

CLASSIFICATION LEVEL: CPS CL-25

Salary dependent upon qualifications and experience, including court preferred skills.

The Clerk's Office for the United States District Court for the District of Vermont provides administrative and technical support for the federal court at three staffed locations: Burlington, Brattleboro and Rutland. The IT Administrator will be an integral component of the IT Department which provides on-going technical support to a staff of more than thirty professionals. Substantial travel will be required to support both the Brattleboro and Burlington offices, including occasional overnight assignments. Other travel is required for on-going professional development and training.

DUTIES AND RESPONSIBILITIES:

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

Provides end-user support and resolves system-related problems; Establishes, coordinates and provides training in systems use and capabilities; Assists with presentations and technical briefings involving systems-related topics to court managers, judges, and Bar members;

Implements and maintains automated court systems, including administrative applications (word processing, spreadsheet, database), groupware (email, calendaring); Conducts security assessments; Maintains security solutions for court systems; Keeps current with federal court guidelines and best practices;

Supports both internal and external users of courtroom audio and video evidence presentation systems; Schedules and proctors video conferences; Maintains video conferencing systems;

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

Travels to other court locations on a routine basis; Performs 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 which 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 a thorough knowledge of theories, principles, practices and techniques for supporting personal computers and associated hardware and application software. 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; Microsoft DFS, DNS, DHCP and Group Policy management; Desktop imaging; Patch management; Audio / Video support; Excellent communication skills and the ability to work harmoniously in a team environment; A degree in Computer Science/MIS or related field is desirable.

EXPERIENCE AND 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.

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:

By email: HR@vtd.uscourts.gov
Subject: IT Administrator Position

By mail: U.S. District Court
Attn: IT Administrator Position
P.O. Box 945
Burlington, VT 05402-0945

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 relocations expenses are the responsibility of the applicant. The successful applicant will be subject to a comprehensive background check as a condition of employment. All appointments are subject to mandatory Direct Deposit.