



# CAREER OPPORTUNITY

## UNITED STATES DISTRICT COURT Northern District of Iowa

POSITION	POSITION OVERVIEW
Systems Technology Administrator	<p>The Clerk's Office of the United States District Court for the Northern District of Iowa is seeking applications for a full-time permanent Systems Technology Administrator in its Sioux City office. This challenging professional level position is primarily responsible for ensuring the integrity, efficiency and availability of audio/visual courtroom presentation equipment and systems. The position also provides technical support to judges, judicial staff, and staff of the Clerk of Court regarding personal computers, network servers, software applications, and internet protocol telephone systems.</p>
LOCATION	
Clerk's Office Sioux City, Iowa	
SALARY/TARGET	<p>The Northern District of Iowa is a Federal District Court with offices and courthouses in Cedar Rapids and Sioux City, Iowa. This position will require periodic travel between courthouses. The Clerk's Office currently consists of 23 employees and provides administrative support for five Judges and their staff. The Court embraces state of the art technology in both electronic case management and courtroom presentation equipment.</p>
CL 27/28 \$49,772- \$96,999 Starting salary commensurate with qualifications and experience	
OPENING DATE	
10/25/2019	<p>The Court's automation staff currently consists of an IT Director and four automation specialists who support the Clerk's Office and Chambers. The Court is seeking an experienced and energetic self-starter with excellent communications skills to support, maintain, and enhance audio/visual courtroom systems. This position will also assist with other general technology projects.</p>
CLOSING DATE	
11/15/2019 Or Until Filled	
ANNOUNCEMENT No. 20-1	<p>While duties may vary, it is anticipated that the duties will include all or some of the following:</p> <ul style="list-style-type: none"> <li>• Primary responsibility for planning, designing, installation, configuration and maintenance of audio/visual courtroom technology equipment in Sioux City courtrooms.</li> <li>• Ensure the operational integrity of all courtroom technology systems by performing daily checks of courtroom equipment to ensure court proceedings are not disrupted.</li> <li>• Recommend, develop, and implement programs and training for the bar and court personnel in the use of courtroom technology equipment and other IT equipment and applications.</li> <li>• Identifies, develops and executes implementation of plans approved by the IT Director regarding computer hardware and software, telecommunication systems and electronic courtroom systems.</li> <li>• Provide day-to-day operations support of assigned PC workstations. This includes troubleshooting PC and network issues and escalating issues to next level technical support as required.</li> <li>• Coordinate timely repair of hardware including personal computers, laptops, PDAs, and other related communications devices and printers.</li> </ul>

- Monitors developing technology and recommends and implements system upgrades to satisfy local court needs.
- Complete and maintain all necessary documentation pertaining to procurement, inventory, policies and procedures, and other projects as assigned.
- Provide primary support for identifying and recommending excess information technology equipment to the IT Director and custodial officer.
- Performs preliminary research for and assists the Procurement Specialist with purchases of information technology equipment.
- Assists in the development and implementation of short- and long-range automation plans for the Court, ensuring changes can be implemented with minimal disruption to court proceedings.
- Assists other information systems staff and performs other office automation duties, user support, and project duties as assigned by the IT Director or Court Unit Executives.
- Travel to other court sites or training facilities may be required.
- Night and weekend work may be required during installation projects or upgrades.
- Perform other duties as assigned.

## QUALIFICATIONS

Applicants must be a U.S Citizen or eligible to work in the United States. High School Diploma or GED is required.

- Applicants should have a minimum of two years of specialized experience installing, monitoring, managing, repairing, and upgrading complex evidence, presentation, and audio/visual systems.
- Candidates with a Bachelor of Science or Bachelor of Arts degree in computer science or audio/visual field are preferred.
- Candidate must possess excellent customer service skills, exceptional oral and written communication skills, ability to exercise mature judgment, ability to manage multiple tasks simultaneously, and be a self-starting team player who is flexible in a changing environment. The ability to prioritize and exercise attention to detail is critical.
- Knowledge of TCP/IP, Active Directory, Log Management systems, Microsoft O365, and virtualization technologies such as VMWare are a plus.
- Candidate must have desire to learn new skills and work with new technologies.

## BENEFITS

Federal benefits include paid vacation and sick leave, (10) paid holidays, and retirement benefits. Optional benefits include health and life insurance, disability insurance, long term care insurance, dental and vision insurance, and participation in the court's flexible benefits program. Please visit <http://www.uscourts.gov/careers/benefits> for additional information.

## ADDITIONAL INFORMATION FOR APPLICANTS

Applicants are advised that false statements or omission of information on any application materials or the inability to meet the aforementioned conditions may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

All court employees are in the excepted service and are required to adhere to the Code of Conduct for Judicial Employees, a copy of which is provided to each employee.

All employees of the U.S. District Court (except Law Enforcement Officers) are considered "at will" employees and may be terminated with or without cause.

The applicant selected for this position will be required to submit to and successfully complete a full background investigation which includes fingerprinting, criminal record checks, and a credit check. Every five years thereafter, he/she will be subject to an updated background investigation, similar to the initial one. The Systems Technology Administrator position is a Highly-Sensitive position within the federal judiciary. The selectee will therefore be hired provisionally pending a successful completion of the investigation. Unsatisfactory results may result in termination of employment.

This position is subject to mandatory electronic direct deposit of salary payment.

The U.S. District Court provides reasonable accommodations to applicants with disabilities.

## HOW TO APPLY

Candidates wishing to apply must submit an application packet which includes:

- A cover letter of interest that addresses qualifications and relevant experience;
- A current resume including salary history;
- Names and contact information for three professional references; and,
- Form AO78, Application for Judicial Branch Employment, which may be obtained at: <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>.

**Application documents should be emailed in PDF format to:** [applications@iand.uscourts.gov](mailto:applications@iand.uscourts.gov)

### **Please note:**

Due to the volume of applications received, the court will only communicate with those applicants selected for an interview.

The U.S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement sooner than the advertised closing date without written notice to the applicants. Incomplete applications, as well as those not submitted electronically, will not be considered.

**The United States District Court is an Equal Employment Opportunity employer and welcomes diversity**