

# UNITED STATES DISTRICT COURT AND PROBATION OFFICE - SOUTHERN DISTRICT OF IOWA

**POSITION:** Court Technology Specialist

LOCATION: Des Moines, IA

**OPENING DATE:** September 21, 2012

CLOSING DATE: October 12, 2012

CLASSIFICATION LEVEL/SALARY RANGE: CPS CL-26 (\$41,786 - \$67,951) to CL 27 (\$45,928 - \$74,628); Promotion Potential to CL-28 (\$55,027 - \$89,481); salary is based on educational background and experience in accordance with the Court Personnel System.

# POSITION OVERVIEW

This position is located in the consolidated Information Technology Department of the United States District Court and Probation Office for the Southern District of Iowa. The incumbent oversees the judiciary's courtroom technology utilization and provides support to the District Court and Probation Office. The Court Technology Specialist develops standards, recommends infrastructure changes, and coordinates the implementation of courtroom technology. The incumbent is responsible for developing and implementing the District's long-term court technology plan. Duties may also include collaborating with supervisors, managers, executives, vendors, and judges.

#### **DUTIES AND RESPONSIBILITIES**

Serves as the primary contact for high tech presentation, video conference and audio systems, and backup for telecommunications. Responds to day-to-day trouble reports and makes repairs; contacts service providers; and works with high tech service providers to achieve desired outcomes.

Works with users to solve their problems with computer hardware and/or software, including high tech systems and telecommunications. Informs them of the problem, provides any necessary instruction, troubleshoots, and repairs any hardware and/or software malfunctions on a timely basis.

Develops and modifies software to extract and/or update information from existing system databases, software for high tech presentation and audio systems, and software to meet the needs and enhance the operations of the Court and Probation Offices.

Evaluates new software and hardware developed outside the court for use by the Court and Probation Offices.

Coordinates installation of new equipment and/or replacement of equipment with vendors; upgrades equipment and software; and performs routine and corrective maintenance on equipment.

Installs software/hardware and tests installations for accuracy. Advises/trains the staff on their use.

Maintains system reference and configuration documentation.

Assists in researching computer hardware and software.

Keeps abreast of changing technology, and advises the Director of IT of any changes that might be needed.

Installs, maintains, updates, troubleshoots, repairs, and performs backups on computer systems for the Court and Probation Offices and provides assistance for same.

Performs other duties which may be assigned.

### **QUALIFICATIONS**

Associates degree in computer science or related area and two years of specialized experience. Candidate must have a good understanding of current computer systems and practices at a professional level; experience with administering high tech and telecommunication systems and applications, including Crestron Digital Media and Biamp Auda; knowledge of programming methodologies to develop new applications or modify existing software; and demonstrated ability to troubleshoot and repair problems with hardware and software. Candidate also must have a demonstrated ability to work in a team environment and to be effective in both oral and written communication; and demonstrated ability to handle multiple projects and tasks at one time. The candidate must have a positive attitude, deliver excellent customer service, and be service oriented.

#### **BENEFITS**

Benefits include ten paid holidays, paid vacation and sick leave, and participation in the Federal Employees Retirement System. Optional participation in Federal Employees' Health Benefits Program, Federal Employees' Group Life Insurance Program, Flexible Benefits Program, Federal Judiciary Long Term Care Insurance Program, and private long term disability insurance is also available.

#### CONDITIONS OF EMPLOYMENT

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available for review upon request. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment. Employees of the United States District Court and Probation Office are **at will** and can be terminated with or without cause at any time.

Commencing from the start date in this position, the selectee must complete a one year probationary period.

## **MISCELLANEOUS**

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

The U.S. District Court and Probation Office for the Southern District of Iowa provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case-by-case basis.

The U.S. District Court and Probation Office for the Southern District of Iowa reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice.

The U.S. District Court and Probation Office for the Southern District of Iowa does not reimburse for expenses associated with interviews or relocation.

## APPLICATION INFORMATION

Candidates must submit: (1) a resume and (2) a cover letter which addresses qualifications, skills, and experience necessary to perform the duties. Applications submitted without both items will not be considered. Only applicants selected for an interview will be notified.

Applications materials should be mailed or e-mailed to:

Mindi Decker, Human Resources Specialist U.S. District Court, Southern District of Iowa P.O. Box 9344 Des Moines, IA 50306-9344 E-mail: mindi decker@iasd.uscourts.gov

The United States District Court and Probation Office is an Equal Opportunity Employer that values diversity in the workplace.