

United States District Court
Northern District of Mississippi

Position Announcement



ANNOUNCEMENT NO. 08-108

OPENING DATE: September 15, 2008

CLOSING DATE: October 10, 2008, or until position filled

APPOINTMENT TYPE: Permanent, Full-time¹

POSITION TITLE: Automation Support Specialist

STARTING SALARY RANGE: \$45,040—\$54,494, with promotion opportunity to \$70,873.

LOCATION: This position will be based in Greenville, Mississippi.

U.S. CITIZENSHIP REQUIRED

MAJOR DUTIES: The Automation Support Specialist . . .

- Customizes programs for local needs and trains personnel in their use;
- Prepares and maintains documentation for local programs;
- Installs hardware and software;
- Provides information and assistance to users on applications such as word processing and data entry;
- Advises managers and users on what specific information can be readily extracted from existing files;
- Develops methods for extracting information and converting it to court-support staff members' needs;
- Develops procedures and standards for data entry to ensure validity of the data;
- Troubleshoots and fixes technical program problems;
- Technically supports area network systems such as electronic mail systems.
- Technically supports multiple Audio Visual systems in Courtrooms.
- Technically supports personal computers and printers.

¹ All new-hires are temporary for the first six months of service. Appointments will be made permanent conditioned upon the new-hire's work performance.

MANDATORY MINIMUM REQUIREMENTS:**EDUCATION—**

High school graduate or equivalent. "Equivalent" includes a GED or other recognized certificate or a like number of years of clerical experience (e.g., one year of clerical experience equals one year of high school). Bachelor's degree preferred.

EXPERIENCE—

General. At least two years of progressively responsible technical automation, or other work that exhibits the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of automation support specialist.

Specialized. At least two years of specialized experience in technical support of automation equipment, including at least one year equivalent to work at Court Personnel System Classification Level 24. The specialized experience must be progressively responsible computer-related work requiring regular and recurring application of troubleshooting procedures, demonstrated superior organizational skills, and demonstrated superior attentiveness to details.

Education Substitutions: Education above the high school level in a college, university, or technical school may be substituted for required general experience on the basis of one academic year (i.e. 30 semester or 45 quarter hours) equals nine months of experience. Education may not be substituted for specialized experience because the position of automation support specialist requires hands-on experience to be credited as specialized experience. A bachelor's degree from a college or university may be substituted for two years of general experience. Preferably, the degree should have included courses in computer science, management information systems, or related fields. Less than one full year of study will be credited on a pro-rata basis.

COURT PREFERRED SKILLS:

Superior ability to organize, prioritize, and advise management of technical needs. Superior ability to communicate technical, computer-oriented, information to non-technical, less computer-oriented, court-support staff members. Superior ability to cooperate and get along with others. Superior ability to act as liaison between court and other federal agencies, including U.S. Probation Service, U.S. Marshals Service, and others.

TO APPLY:

1. Go to the court's Internet website homepage:

www.msnd.uscourts.gov

2. Click on the ***Job Announcements*** link. Next to the Job Announcement for Automation Support Specialist click on the **Application for Automation Support Specialist**.
3. Open the ***Application for Automation Support Specialist***. Complete the application, then print six copies (seven if you want to retain a copy) of the form at your printer.
4. Sign one of the applications, then **mail the signed original and six copies** to:

**Personnel Officer
Attn: Position 08-108
U.S. District Court
911 Jackson Avenue, Room 369
Oxford, Mississippi 38655-3622**

If you elect to submit a résumé in addition to a completed ***Application for Automation Support Specialist***, include seven copies. A résumé will be considered as a supplement to a completed and signed ***Application for Automation Support Specialist***, but it will not be considered as a substitute for the official form.

**THE UNITED STATES DISTRICT COURT FOR THE NORTHERN DISTRICT OF MISSISSIPPI
IS A SMOKE-FREE WORKPLACE AND AN EQUAL OPPORTUNITY EMPLOYER**