



UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF MISSISSIPPI

OXFORD DIVISION
911 Jackson Avenue, Suite 369
Oxford, MS 38655

DAVID CREWS
Clerk of Court

ABERDEEN DIVISION
301 West Commerce Street, #13
Aberdeen, MS 39730

GREENVILLE DIVISION
305 Main Street, Suite 329
Greenville, MS 38701

NOTICE OF VACANCY

Announcement Number: 18-106
Location: Oxford, Mississippi
Position Title: Systems Specialist
Classification Level: CL-26
Salary Range: \$55,720 - \$72,458 annually
Type of Appointment: Permanent, Full-time
Opening Date: August 31, 2018
Closing Date: September 21, 2018, or until filled

Position Overview:

This position will be based in Oxford, Mississippi, but will entail occasional overnight travel to Aberdeen and Greenville, and infrequent overnight travel to other sites. As a member of the automation team, the Systems Specialist provides administrative and technical support to the court in a wide range of areas, including developing and configuring hardware and software programs and providing support for complex technology projects. The incumbent performs technical work related to designing, modifying, and adapting existing system software, as well as complex troubleshooting for hardware and software systems. The Systems Specialist analyzes the needs of end-users and develops and implements software solutions. Responsibilities of this position may include, but are not limited to, the following:

- Plan, develop, and deploy software applications which enhance organizational efficiency and capabilities. Confer with Systems Manager and end users to design applications, including providing information on project limitations, performance requirements, and required interfaces. Consult with Systems Manager about software system design, enhancements, and ongoing maintenance.
- Provide end user support for applications supported. Serve as liaison between Systems Manager and end users.
- Modify, adapt, and enhance existing software, including national programs, to allow adaptation to new hardware, correct errors, or improve performance of the software. Prepare flow charts which clearly document changes and proposals. Write applicable programming code based on specifications. Document work for follow-up purposes. Perform system testing and validation procedures.
- Develop custom reports, using court proprietary scripting methods. Perform programming and system enhancements, prototype testing, and create system documentation.
- Coordinate maintenance, security, troubleshooting, backups, and development of various

databases which encompass the major applications of the court. Diagnose and remedy computing system failures, both hardware and software.

- Plan, coordinate, implement, and test network security measures in order to protect data, software, and hardware. Assist in the development of standard guidelines to guide the use and acquisition of software and to protect vulnerable information.
- Create web access. Provide information and assistance to users on applications, such as word processing and data entry. Create user accounts and assist with providing end user training.
- Install or assist in the installation of upgrades of new or revised off-the-shelf/desktop releases. Set up, configure, install, and document hardware and software. Provide support for systems maintenance and local automation inventory controls. Provide support for mobile computing devices and remote access. Provide cabling support. Troubleshoot and provide user assistance with audio/visual, cellular, and land-line communications and equipment.
- Monitor day-to-day operations of technology equipment and its systems. Serve as the technical expert in solving computer systems problems.
- Maintain contact with other information technology court personnel at different locations and levels for the purpose of keeping abreast of developments, techniques, and the latest user programs.
- Assist the Systems Manager with preparation of complex reports. Participate in and assist with ongoing functional training programs.
- Other duties as assigned.

Preferred Qualifications: Bachelor's or Master's degree from an accredited college or university in Computer Science, Information Systems or related discipline. Experience with Active Directory; Virtual Environment experience, including servers, desktops and printing; Windows and application update administration; Microsoft Office 365, Microsoft Outlook/Exchange; data replication, backup and restoration; LAN/WAN networking and experience with iPad, iOS application support. Preference given to those candidates whose work experience provides evidence of strong customer service and interpersonal communication skills; the ability to work cooperatively with end users, team members and managers; the ability to handle multiple priorities in a fast-paced environment; is self-motivated and has the ability to work with minimal supervision; and follow an assigned project through to completion.

Minimum Qualifications: Candidates must have a high school diploma or equivalent, and must have two years general experience plus two years specialized experience, including at least one year equivalent work at a CL-25 level.

Specialized experience is progressively responsible designing, implementing or maintaining computer systems that included the completion of computer project assignments involving systems analysis, computer programming, systems integration, and information technology project management.

Benefits:

Employees of the United States District Courts are not included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of these benefits are:

- Full-time employees accrue 13 days of paid vacation per year for the first 3 years of employment up to a maximum of 26 days per year at the 15-year anniversary.
- 13 days of sick leave per calendar year.
- Participation in a retirement program with optional participation in the Thrift Savings Plan.
- Optional participation in a federal health insurance plan of choice.
- Optional participation in life insurance plan.

- Optional participation in supplemental insurance programs, including group long-term care, group long-term disability, dental and vision.
- Optional participation in the flexible spending account program for health and/or dependent care expenses.
- A minimum of 10 paid holidays per year.

To Apply:

Qualified individuals must submit the following:

- A cover letter detailing how your experience relates to the position requirements
- A resume detailing all relevant experience, education, and skills.
- Application for Judicial Branch Federal Employment (Form AO-78) which may be downloaded from our website www.msnd.uscourts.gov.

Failure to submit a complete and signed cover letter, AO-78, and resume will result in disqualification. Description of Work section on the AO-78 must be completed.

Please mail your complete packet to:

Human Resources Dept.
Attn: Position 18-106
911 Jackson Avenue East, Suite 369
Oxford, MS 38655

or email to:

HR@msnd.uscourts.gov
(Attachments must be saved as **one** PDF file)

Conditions of Employment:

- Applicants must be U. S. citizens or eligible to work in the United States.
- The Court requires employees to adhere to the Code of Conduct for Judicial Employees which is available to applicants for review on the court's website at www.msnd.uscourts.gov.
- Employees are excepted service appointments. Excepted service appointments are "at will" and can be terminated with or without cause by the court.
- Prior to appointment, the selectee considered for this position is required to undergo a FBI Background Check and Investigation. The selectee may then be appointed provisionally, and retention will depend upon a favorable suitability determination.
- This position is subject to mandatory electronic fund transfer (direct deposit) of federal wages for court employees.

General Information:

- Work is performed in an office setting and professional/business casual attire is required.
- Due to the volume of applications received, the court will contact only those individuals selected for interview. Expenses associated with interviews or relocation will not be reimbursed.
- The Court reserves the right to modify the conditions of this announcement, commence interview immediately, withdraw the announcement, or fill the position at any time, any of which actions may occur without notice.

The United States District Court for the Northern District of Mississippi is an Equal Opportunity Employer