

UNITED STATES COURTS FIFTH JUDICIAL CIRCUIT



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| Position Title: | IT Support Specialist I | Announcement 17-1 |
| Location: | Circuit Executive's Office, Fifth Circuit. Duty Station in New Orleans, Louisiana | |
| Salary Range/Grade: | \$48,170 - \$78,270 (CL-27 with promotion potential to IT Support Specialist II at CL-28). For applicants in federal service, appointment at CL-27 requires one year of service at CL-25 (GS-9) or equivalent. | |
| Closing Date: | Position open until filled. | |

Overview: The U.S. Court of Appeals for the Fifth Circuit, which hears appeals from all federal courts in Texas, Louisiana, and Mississippi, is the second largest circuit in the federal system. The IT department for the Court of Appeals is located in the Circuit Executive's office in New Orleans and is staffed with highly skilled and experienced professionals. The department utilizes the latest technologies and a team-based approach to provide a superior level of service to its customers.

Position Summary: The incumbent reports to the IT Support Supervisor and provides technical and end-user support to judges' chambers and court units of the Fifth Circuit Court of Appeals. The incumbent performs professional training activities for unit employees, judges, and judicial staff. The incumbent ensures that training complies with the appropriate guidelines, policies, and approved internal controls.

Duties: Reviews, researches, develops, and recommends training policies for court staff.

Creates training materials and conducts training, individually and in a classroom setting, using the latest software and presentation tools, including webinars.

Evaluates training programs, including those developed in-house and those developed by outside vendors.

Responds to requests by all judges' chambers and court units requiring assistance in the use of software and hardware.

Acts as the technical expert in solving computer system problems by analyzing system failures to identify the nature and source of the failure and takes corrective action.

Assists with the administration of the day-to-day operations and support of PC-based systems, networks, and other major systems to ensure reliable and effective operations.

Establishes and maintains contact with other court IT support personnel at different locations and levels for the purpose of staying knowledgeable of developments, techniques, and user applications.

Assists in the research and procurement of new computer equipment and software packages.

Coordinates the repair of hardware in satellite judges' chambers and offices.

Installs and tests new or revised releases of national and commercial applications and systems.

Assists in evaluating current automated office functions and makes recommendations on technical and operational changes or enhancements to existing system configurations, usage, and procedures so as to enhance the overall effectiveness of systems and personnel in the court.

Environment:

The Fifth Circuit Court of Appeals currently uses the following hardware platforms and software applications:

- Windows 7 and Windows 10 laptops, PCs, and virtual desktops
- Windows Server 2008/2012
- VMware
- Apple iPhones and iPads
- IBM Notes 9
- Microsoft Office 2013
- Westlaw and Lexis
- WestKM
- 1GbE/10GbE/40GbE Networks
- Numerous off-the-shelf software and in-house database applications

Requirements: The position requires a bachelor's degree, preferably in computer science or a related field, or equivalent experience and at least two years specialized experience with demonstrated computer support skills applicable to the duties described above, including, but not limited to:

- Detailed, current, and comprehensive knowledge of PC software and hardware;
- Superior diagnostic and analytical competence;
- Talent to communicate effectively with others, both orally and in writing – training experience is a plus;
- Capacity to work harmoniously with others, both technical and non-technical;
- Ability to travel overnight occasionally.

Benefits

The [fringe benefits](#) offered to employees of the United States Courts include:

- 13 days paid annual leave per year for the first three years of service.
- 20 days paid annual leave per year after three years of service.
- 26 days paid annual leave per year after 15 years of service.
- 13 days paid sick leave accrued per year.
- 10 paid holidays per year, plus Mardi Gras day.
- Choice of medical, dental, and vision coverage from a wide variety of plans.
- Life, long-term disability, and long-term care insurance options.
- Participation in the Federal Employees Retirement System.
- Participation in the Thrift Savings Plan (similar to 401k, with matching \$).
- Pre-tax flexible spending accounts (medical and dependent care).
- Transit/Parking subsidy (subject to the availability of funds).

Application Procedure

Qualified applicants submit a cover letter, résumé, and salary history to:

Robert A. Pons
Assistant Circuit Executive for IT
U.S. Courts, Fifth Circuit
600 Camp Street, Room 116
New Orleans, Louisiana 70130

or via email (as a **single PDF only**) to: vacancy@ca5.uscourts.gov

THE UNITED STATES COURTS IS AN EQUAL OPPORTUNITY EMPLOYER

Funding is not available to support interviewee travel or relocation expenses.