



UNITED STATES DISTRICT COURT  
District of New Mexico

Honorable M. Christina Armijo, Chief Judge  
Matthew J. Dykman, Clerk of Court

Office of the Clerk

333 Lomas Blvd. NW, Suite 270, Albuquerque, NM 87102

Telephone: 505-348-2000

## NOTICE OF JOB OPPORTUNITY

Vacancy Announcement #: 17-ABQ/IS-2

<b>ANNOUNCEMENT DATE:</b>	<b>April 10, 2017</b>
<b>CLOSING DATE:</b>	<b>April 24, 2017, or until filled</b>
<b>POSITION:</b>	<b>Information Services Technician, Part-time or Full-time Temporary – through September 30, 2017</b>
<b>STARTING LEVEL/SALARY:</b>	<b>CL 22/Step 1 to CL 23/Step 61 \$26,340 to \$53,041 Annual Depending on Qualifications</b>
<b>LOCATION:</b>	<b>Albuquerque, New Mexico</b>

### POSITION OVERVIEW

This position is located in the Albuquerque Clerk's Office and reports to the Information Services (IS) Support Supervisor. The Information Services Technician performs supervised work and provides general administrative and project assistance to the IS team in managing all aspects of the judiciary's computer systems, including hardware, software, servers, networks and telecommunication (telephone) systems.

Position may be either part-time or full-time, 20-40 hours/week. **Current college students are strongly encouraged to apply.**

### DUTIES AND RESPONSIBILITIES

- ◆ Provide assistance to the IS team as needed for ongoing automation tasks and planning.
- ◆ Assist with maintenance of system networks, communication devices, and other office and automation equipment.
- ◆ Assist in the installation or upgrade of new or revised off-the-shelf and home grown client software.
- ◆ Assist on-site technical expert with troubleshooting hardware and software problems and solving complex systems problems.

- ◆ Assist the IS Supervisor as needed with automation systems and equipment, including purchase and testing of new systems/equipment, maintenance of inventory, and disposal of equipment. Assist in maintaining automation security.
- ◆ Assist with preparing correspondence, reports and documentation.
- ◆ Perform related duties, as assigned.

### **MINIMUM REQUIRED EXPERIENCE/QUALIFICATIONS**

Incumbent must be a high school graduate, or equivalent. To qualify for a CL23, incumbent must also have two years general experience. Current college students are strongly encouraged to apply.

#### **General Experience**

Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the knowledge and skills needed to perform the duties of the position.

#### **Specialized Experience**

Progressively responsible experience related to the technical aspects of data processing, office automation, data communications and their applications, terminology and methodology.

### **EXPERIENCE & EDUCATIONAL SUBSTITUTIONS**

Excess specialized experience may be substituted for required general experience. Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester hours or 45 quarter hours) equals nine months of experience.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- ◆ Familiarity with hardware and software programs. General knowledge of routine office work and personal computing, including use of office equipment and typical office-related software applications (word processing, data entry, email, etc.). Skill in using standard office equipment (multi-line telephones, copiers, fax machines, scanners, etc.).
- ◆ Knowledge of or the ability to learn the basics of telephone and wireless systems.
- ◆ Skill in or the ability to learn the latest technology (such as displays and electronic devices such as recorders and sound systems) and perform routine hardware maintenance.
- ◆ Ability to follow detailed instructions and multitask. Skill in organizing own work.
- ◆ Ability to apply the court's policies, procedures, practices, and guidelines related to information technology. Ability to learn court operations and department roles and responsibilities.
- ◆ Ability to consistently demonstrate sound ethics, good judgment and tact, and comply with court confidentiality requirements.
- ◆ Ability to interact effectively with others, providing customer service and resolving

difficulties while complying with regulations, rules, and procedures. Ability to work as part of a team.

### **CONDITIONS OF EMPLOYMENT**

- ◆ Employees must be United States Citizens or eligible to work in the United States.
- ◆ Employees of the United States District Court are Excepted Service appointments; Excepted Service appointments are “at will” and can be terminated with or without cause by the court. Employees are required to adhere to a Code of Ethics and Conduct.
- ◆ This is a high-sensitive position. Selectees are subject to a background check or investigation and subsequent favorable suitability determination and are subject to updated background investigations every five years. An individual may be hired provisionally pending successful completion of the necessary records checks.
- ◆ Travel expenses for an interview will not be reimbursed.
- ◆ The court provides reasonable accommodations to applicants with disabilities.
- ◆ This position is subject to EFT (direct deposit of salary earnings).

### **BENEFITS**

A generous benefits package is available to part-time temporary employees which may include

- ◆ A minimum of 10 paid holidays
- ◆ Paid annual leave *for appointments of 90 days or more* (accrues at the rate of 1 hour for every 20 hours in a pay status)
- ◆ Paid sick leave (accrues at 1 hour for every 20 hours in a pay status)
- ◆ Credit for prior government service

### **APPLICATION INFORMATION**

Qualified applicants must **email a cover letter with three references and an \*AO-78 (*Federal Judicial Branch Application for Employment*) to [usdcjobs@nmcourt.fed.us](mailto:usdcjobs@nmcourt.fed.us). Please indicate in your cover letter whether you are available for full-time, part-time or either.**

\* The AO-78 can be downloaded at <http://www.nmd.uscourts.gov/employment>.

PLEASE INCLUDE “INFORMATION SERVICES TECHNICIAN” IN THE SUBJECT LINE

Applications **must** be submitted in **ONE PDF** document.

Applications must be received by the deadline. Illegible or incomplete applications may result in loss of consideration for the position. Zip files will not be accepted. Documents that cannot be downloaded by the court cannot be considered.

*Only qualified applicants will be considered for this position and are encouraged to apply. Only applicants selected*

*for an interview will be contacted and must travel at their own expense. The U.S. District Court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may select a candidate from the original qualified applicant pool.*

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER**