

Job Openings**[IT Generalist Clerk I/II](#)**

Position: Career Opportunity #13-NV-03

Temporary Full-Time Position with benefits

Salary: CL 25/CL 26 (\$37,941 to \$67,951) depending upon qualifications and experience

Opens: May 20, 2013

Closes: June 7, 2013

Location: Reno, Nevada

Position Overview:

The IT Generalist Clerk provides technical work associated with support of courtroom audio/visual systems, court computer systems, and related equipment for Judges, Chambers' staff and the Clerk's Office. The position coordinates and troubleshoots all activities related to the effective operation of courtroom sound amplification, sound recording, video conferencing systems, computer systems, personal computers, and handheld devices such as but not limited to iPhones and iPads. The position also provides administrative support for procurement and assists with coordinating conferences, meetings, court ceremonies, and training functions.

Qualifications:

Candidates must have 2 years of specialized experience in the technology field in which (s)he has demonstrated the particular knowledge, skills, and ability to perform the duties of the position. A working knowledge of Lotus Notes, Microsoft Office, and Novell Zenworks is desirable.

Excellent interpersonal communication skills are needed to work with people with varying levels of technical understanding.

To Apply:

Please submit a detailed resume and cover letter postmarked no later than Friday, June 7, 2013 to:

United States District Court
400 S. Virginia Street, Room 301
Reno, NV 89501
Attn: Chief Deputy Clerk

The U.S. District Court for the District of Nevada is an Equal Opportunity Employer. Employees of the Court are excepted service appointments and considered at-will with no coverage by federal civil service classifications or regulations and can be terminated with or without cause. All judiciary employees are required to adhere to the Judicial Code of Conduct. Applicants must be U.S. citizens or eligible to work in the United States. New employees are subject to a background check including fingerprinting and employment will be considered provisional until the background check is complete. This position requires mandatory electronic fund transfer for payment of net pay. Participation in the interview process will be at the applicants own expense and relocation expenses will not be provided. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without other notice.

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