



# U.S. COURT OF APPEALS FOR THE NINTH CIRCUIT

## VACANCY ANNOUNCEMENT

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<b>POSITION:</b>	Computer Technician
<b>LOCATION:</b>	Pasadena, CA
<b>CLASSIFICATION LEVEL/SALARY:</b>	CL 25 (\$42,262 - \$68,736) <i>Depending on salary and qualifications.</i>
<b>TERM:</b>	1 year <i>Renewable based on performance and budget.</i>
<b>CLOSING DATE:</b>	Open until filled <i>Priority consideration given to applications received by <b>December 13, 2013.</b></i>

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### ABOUT THE COURT

The Ninth Circuit Court of Appeals is one of 12 regional federal courts. Circuit courts hear appeals from the district (trial) courts located within their circuit, as well as appeals from decisions of federal administrative agencies. Headquartered in San Francisco with courthouses in Pasadena, Seattle and Portland, the Court serves nine western states, Guam and the Mariana Islands. For more information about the federal court system, please visit: <http://www.uscourts.gov/> For more information about the Ninth Circuit Court of Appeals, please visit: <http://www.ca9.uscourts.gov>.

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### POSITION DESCRIPTION

This position is located at the Richard H. Chambers Courthouse in Pasadena and will report to the IT Supervisor. The incumbent will provide technical support to Court of Appeals judges and staff, as directed. Travel to other court locations is required as needed.

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### REPRESENTATIVE DUTIES

- Install hardware and software.
- Troubleshoot and fix technical problems.
- Customize programs for local needs and train personnel in their use.
- Prepare and maintain documentation for local programs.
- Provide information and assistance to users on applications such as word processing, electronic mail, and other applications in a Windows and iOS environment.
- Maintain perpetual inventory database with regard to physical assets in the automation area.

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## QUALIFICATIONS for CL 25

- 2 years of specialized experience. *Specialized experience is defined as progressively responsible experience related to the technical aspects of data processing, office automation, and data communications and their applications, terminology and methodology.*
- Thorough knowledge of computer processes and capabilities, including personal computer operating systems and applications.
- Demonstrated proactive and responsive customer service skills.
- Excellent written and verbal communication skills.
- Solid understanding of computer operations in a networked environment.
- Good knowledge of word processing software and electronic mail applications and ability to adapt these to local needs.
- General knowledge of mobile devices, including laptops, smart phones, and tablets.
- Demonstrated ability to meet established deadlines and commitments.
- Ability to interact in a positive and professional manner with users at all levels of the court.
- Ability to help maintain a strong team environment.
- Ability to travel and lift 50 lbs.

## PREFERRED QUALIFICATIONS

- Bachelor's degree.
- Training experience.
- General knowledge of court functions and procedures.

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## BENEFITS

- Vacation time accrues at a rate of 13 days per year the first three years; increasing with tenure thereafter.
- Sick days accrue up to 13 per year; 10 holidays.
- Choice of a variety of employer-subsidized federal health and life insurance plans. Dental and vision coverage available. Flexible spending account program.
- Optional long-term disability and long-term care insurance.
- Participation in both the Federal Employees Retirement System and the Thrift Savings Plan (similar to a 401K, with employer matching).
- Mass transit subsidy (budget dependent).

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## CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen or a permanent resident seeking citizenship. Excepted service appointments are "at will" and can be terminated with or without cause by the Court. Employees will be hired provisionally pending the results of a background investigation and fingerprinting, and are subject to a one-year probationary period. Employees are subject to the *Judicial Code of Conduct*. Direct deposit of pay required. The U.S. Court of Appeals is an Equal Opportunity Employer.

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## TO APPLY

Please submit a resume and a detailed cover letter which clearly demonstrates why you are the best person for this position, along with 3 references to: [ITstaff@ca9.uscourts.gov](mailto:ITstaff@ca9.uscourts.gov)

To ensure consideration, please submit these materials by **December 13, 2013**. Only candidates selected for an interview will be notified. Unsuccessful candidates will not receive notice.