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Clerk of Court

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3140 Boeing Avenue
McKinleyville, CA 95519

*The United States District Court is
an equal focus employer.*

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA

Position: Systems Technology Administrator

Classification Level: CL 28

Salary Range: \$81,974-\$133,262; Depending upon Experience and Qualifications

Location: San Jose, CA

Opening Date: December 15, 2023

Closing Date: Open Until Filled

Whether launching or continuing a career in public service, the U.S. District Court is a great place to work with competitive salaries and benefits, and the opportunity to work with colleagues committed to fulfilling the important mission of administering justice in an efficient and effective manner. This position offers an excellent opportunity to advance a career in Federal court service.

POSITION OVERVIEW

This position is located in the federal courthouse in San Jose and serves the Clerk's Office staff, judges and chambers staff. The Systems Technology Administrator reports to the Director of IT and coordinates and oversees the court unit information technology networks and all local IT systems. The incumbent performs both routine and complex IT support duties, including developing standards, recommending networking and/or systems infrastructure changes, and coordinating and implementing IT security measures. The Systems Technology Administrator is responsible for high-level and long-term design and analysis of the court unit's network and IT system.

Training on court-specialized hardware and software will be provided, but a high level of proven IT skill is required.

The position works mostly solo in the divisional office, but the IT Department consists of a diverse group of 17 people in total, who provide additional in-person and remote support, as well as training.

Hours are typically 8:30-5:00 M-F, with occasional early and/or late hours, and some rare weekend work. Most all work is in-person, with some telework options possible on occasion. Occasional travel for training, conferences, and other duties. Mobile phone provided for emergency on-call and other duties.

Representative Duties

- In-person and remote support for all aspects of service for laptops and desktops running Microsoft Windows 10 and above.
- Ability to diagnose and address common and complex issues with operating systems, applications, IT security and networking.
- Support computer-controlled audio-video systems (switchers, mixers, displays, etc.)
- Analyze needs, coordinate, and configure computer network systems to increase compatibility and share information. Determine computer software and hardware needed to set up or alter systems.

- Develop, install, and customize routines for new program rollouts.
- Setup and install network data switches, troubleshoot workstation network issues, and analyze solutions to problems and make recommendations.
- Train other technicians to work with computer systems and programs. Diagnose hardware and custom off-the-shelf software problems and replace defective components.
- Maintain and administer computer networks and related computing environments, including computer hardware, systems software, and all configurations. Recommend changes to improve systems and configurations, as well as determine hardware or software requirements related to such changes.
- Monitor network infrastructure and components, including all servers and workstations, and implement improvements to performance and security. Design, modify, enhance test, and implement standard configurations for deployment of workstations, servers, and network components and client software.
- Recommend, schedule, test and validate deployment of patches, security updates, and other upgrades to servers, workstations, and network components. Monitor providers websites to ensure patches are test and applied in a timely fashion.
- Provide on-site network support for divisional offices and remote hearing locations.
- Supervise on-site vendors. Participate in district-wide network projects.
- Lead project teams in managing information technology projects and implementing and integrating systems with other networks.
- Perform other related duties or special projects, as assigned.

QUALIFICATIONS

Minimum Qualifications: Two years of specialized experience including at least one year equivalent to work at the CL27. Progressively responsible IT 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 is progressively responsible experience related to the technical aspects of all office IT systems, data communications, and their applications, terminology, and methodology, including the accomplishment of computer project assignments that involved systems troubleshooting, deployment, analysis, design, programming, implementation, integration, and management.

Preferred Qualifications

- Able to lift up to 50 lbs.
- Excellent written and verbal skills.
- Work well under pressure.

COMPENSATION AND BENEFITS

Compensation will be set based on experience and qualifications pursuant to the policies and guidelines set forth in the Court Personnel System (CPS). Employees qualify for retirement plans, federal employee's group health insurance, life insurance, dental/vision insurances, and flexible benefits. The Court values a healthy work life balance and offers flexible work schedules and opportunities for telework.

INFORMATION FOR APPLICANTS

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement without prior written or other notice.

The successful candidate for this position is subject to a FBI fingerprint check and background investigation (employment will be provisional and contingent upon the satisfactory completion

of the required background investigation), will be required to adhere to a [code of conduct](#), and is subject to mandatory direct deposit of federal wages. The court is not authorized to reimburse travel expenses for interviews or relocations.

Interviewing Non Citizens and Making Offers of Future Employment: Non citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below.

Under 8 U.S.C. §1324b (a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application).

Equal Focused Employer

We value diversity and are committed to equity and inclusion in our workplace. The Court encourages applications from all qualified individuals and seeks a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance.

The court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Unit of the Clerk's Office at 415-522-2147. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

APPLICATION PROCEDURE

To apply, complete the online application at www.governmentjobs.com/careers/uscourtsand and upload a resume and cover letter in Word or PDF format where requested.