United States District Court

Northern District of Oklahoma

Vacancy Announcement #FY14-02

Position Title: Information Technology Specialist

Location: Tulsa, Oklahoma

Classification: CL-24/1 to CL-26/25, depending upon qualifications/experience (Promotion potential to higher grade, not to exceed CL 26, without further competition)

Starting Salary Range: $34,703-$52,775

Opening Date: June 26, 2014

Closing Date: Open until filled. To ensure consideration, apply by July 11, 2014

The U.S. District Court in Tulsa is accepting applications for a full-time Information Technology Specialist. The Information Technology Specialist reports to the Systems Manager and provides technical support for end user desktops, mobile devices, and remote users. To qualify at the higher classification levels, the incumbent will have the skills to participate in network or application development projects.

Required Qualifications:

- Must possess a minimum of one year of specialized experience
- Must possess good communication skills and the ability to work well in a team environment
- Must possess good customer service skills and present a professional appearance
- Must be able to troubleshoot and resolve IT issues involving hardware and software
- Must be able to troubleshoot and support computers in a Microsoft Windows 7 environment
- Must be able to lift and move standard computer equipment

Preferred Qualifications:

- Two or more years of specialized experience preferred
- College degree in a related field or industry certifications preferred
- Experience in a Microsoft Active Directory environment preferred
- Experience with multiple operating systems (Mac OSX, Linux, Windows 8) preferred
- Experience with A/V equipment preferred
- Experience with a programming language or web development preferred
- Experience with network administration preferred

Duties and Responsibilities:

- Provide support to end users for hardware and software requests or problems
- Monitor and maintain help desk ticketing system
- Coordinate and support hardware and accounts for interns
- Assist with maintenance of the IT inventory

- Assist with courtroom support activities
- Participate in special projects as part of the IT department team
- Perform other duties as assigned

Benefits:

Employees of the United States Courts are entitled to benefits including annual and sick leave, periodic salary increases, 10 paid holidays each year, insurance plans (health, life, dental, vision, long-term care, long-term disability), Flexible Spending Accounts, Retirement, and Thrift Savings Plan. Employees are required to use electronic fund transfer (EFT) for payroll direct deposit.

Miscellaneous:

Applicants must be U.S. citizens or eligible to work in the United States. The successful candidate will be subject to a FBI Fingerprint Check/Background Investigation. Employment will be made provisionally and contingent upon receipt of a favorable suitability determination.

How to apply:

Applicants must submit a cover letter and current resume by mail to:

U.S. District Court

333. W. 4th Street, Room 411

Tulsa, OK 74103

Attn: Human Resources Office

Or by email to:

ITJobs@oknd.uscourts.gov

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