

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF OKLAHOMA
VACANCY ANNOUNCEMENT 16-06**

POSITION: Automation Technician
EMPLOYMENT TYPE: Full-Time or Part-Time, Temporary (Not to Exceed September 30, 2016)
LOCATION: Tulsa, Oklahoma
**CLASSIFICATION LEVEL/
SALARY RANGE** CPS CL 21/Step 1-25 (depending on experience and qualifications)
\$20,572- \$25,731 Annually (equates to \$9.89 - \$12.37/hour)
OPENING DATE: April 15, 2016
CLOSING DATE: May 1, 2016
STARTING DATE: May, 2016 (exact date to be determined)

Job Summary/Representative Duties: This temporary position is located in the Information Services Division of the Clerk's Office. The incumbent will be drafting "how to" tips, frequently asked questions and answers, and simple procedures. In addition, at the direction of the automation staff, he or she will answer and respond to the automation help desk line; perform inventory of automation equipment; assist with the installation and configuration of new automation hardware and software; perform simple research on solutions or products at the direction of the automation staff; and, work on automation projects as needed.

Education/Experience Requirements: Applicants must possess a high school diploma or equivalent. A student currently in college working towards a bachelor's degree is preferred. Also, must possess general knowledge and skills in PC hardware/software applications; have good writing skills; be flexible, self-motivated, and able to pay attention to detail.

Conditions of Employment: Applicants must be U. S. citizens or eligible to work in the United States. An FBI fingerprint check and background investigation will be conducted. The applicant selected will be hired provisionally pending successful completion of the investigation. The position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

Benefits: Temporary employees who are appointed for 1 year or less are covered by Social Security & Medicare. If the appointment is for less than 90 days, the employee will be covered by sick leave. If the appointment is for 90 days to 1 year or less, the employee will be covered by annual and sick leave. Temporary employees for this duration are not eligible for health, vision/dental, life, retirement, Thrift Savings or supplemental benefits.

Application Information: Applicants must submit (1) a resume, (2) a cover letter which addresses qualifications, skills, and experience necessary to perform the job duties, and (3) a one page writing sample explaining how to do a task of your choice in Microsoft Windows. The documents may be sent to Charlotte Griggs, Human Resources, by e-mail to Charlotte_Griggs@oknd.uscourts or by mail to U. S. District Court, Northern District of Oklahoma, 333 West Fourth Street, Suite 411, Tulsa, OK 74103 or by fax to 918-699-4756. Only applicants selected for an interview will be contacted. For questions regarding this announcement, please call 918-699-4841.

The United States District Court is an Equal Opportunity Employer