

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF OKLAHOMA**

Vacancy Announcement

TITLE: Automation Support Specialist

POSTING DATE: Friday, October 8, 2004

CLOSING DATE: Open until filled; application review will begin October 22, 2004

CLASSIFICATION: CL 23-CL 24

STARTING SALARY RANGE: \$26,444-\$36,626, depending upon qualifications

QUALIFICATIONS:

- Must be a high school graduate or equivalent. Industry certifications are desirable.
- Must be responsible, tactful, possess good judgment and initiative, and be able to work harmoniously with others in a team-oriented work environment.
- Must have excellent verbal and written communication skills, good analytical skills, and good technical skills.
- Required skill in Windows XP, Windows applications, network file and print management, and general hardware and software troubleshooting techniques.
- Preferred skill in Novell Netware, Windows Server, TCP/IP, Adobe Acrobat 6, WordPerfect 11/12, and Lotus Notes R6.
- Preferred skill in configuring and repairing hardware including printers, scanners, and other peripheral devices.

DUTIES:

- Provides first level technical support for end users on a wide range of hardware problems, software problems, and training issues.
- Installs and configures new hardware and software for end users.
- Performs routine maintenance on printers, scanners, and other hardware.
- Assists the automation staff in a range of automation support activities.

BENEFITS

Employees of the U.S. Courts are *not* included in the government's Civil Service classification. They are, however, entitled to similar benefits as other Federal employees. These benefits include 13-26 days of annual leave based on length of service, 13 days sick leave, 10 Federal holidays per year, a matching Thrift Savings Plan, and optional enrollment in health and life insurance plans.

HOW TO APPLY: Qualified applicants should submit a cover letter, a chronological resume including educational, employment, and salary history to:

**U.S. District Court
411 U.S. Courthouse
333 W. 4th St.
Tulsa, Ok. 74103
Attn: Automation Vacancy**

****EQUAL OPPORTUNITY EMPLOYER****