

UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF NEW YORK

POSITION VACANCY

POSITION: **Information Technology Specialist**
Full-time, permanent position

LOCATION: Buffalo, NY

OPENING DATE: IMMEDIATELY

CLOSING DATE: August 17, 2007 (or until filled)

SALARY: CL 27 [\$42,882 to \$69,730 per annum]
Starting salary commensurate with experience and education.

Position Overview

The U.S. Bankruptcy Court for the Western District of New York is accepting applications for the position of Information Technology Specialist. The ideal candidate must possess a variety of technical skills to perform in a multi-tasking environment and be a proven specialist in the Windows Server 2003/Active Directory. This position serves on an information technology team and provides technical assistance, investigation and resolution of software and hardware problems in the user community. The ability to interact with technical and non-technical system users in a professional and supportive manner is essential. This district consists of staffed offices in Buffalo and Rochester, NY. District wide coverage and travel between these offices is required.

Duties

Responds daily to a wide variety of desktop hardware and software issues and problems. Provides a high level of expertise in the Windows Server 2003/Active Directory. Responds, evaluates and prioritizes incoming telephone, voice mail, e-mail and in-person requests for assistance and resolves problems with hardware, software, networking, and other computer related technologies. Provides updates, status and enters help desk tickets into the tracking database. Creates and maintains installation materials and documentation. Performs daily status checks of servers and data center equipment. Performs windows desktop maintenance and security (e.g. optimization, security, stability/efficiency, internal based disk scanning, defragmentation, registry cleaning). Installs, images, configures, PCs, printers, scanners and other hardware for all employees. Installs software including operating systems, applications and remote access tools. Handles all moves, adds and changes in workstations. Replaces defective or inadequate software and hardware. Ensures security and maintains confidentiality of data and systems. Trains users on equipment and software. Inventory control of PCs, servers, supplies and components. May provide direction and coordination of tasks assigned to automation support personnel.

Qualifications

At a minimum, candidate must be a High School graduate and possess three years of proven experience w/full range of computer technologies from installation to maintenance. Must demonstrate proven expertise in Windows Server 2003/Active Directory, Lotus Notes, Veritas Backup Exec, Symantec Security Tools, Adobe Acrobat, Microsoft Office. Must possess strong troubleshooting and diagnostic skills in all aspects of the windows platform, specializing in a Windows server/network environment. Outstanding written and verbal communication skills required, including the ability to communicate with and support users with non-technical backgrounds. Education above high school in a related field may be substituted for general experience. A Bachelor's degree in computer science or a related field is preferred. The ideal candidate must be self-motivated and be able to work on a team as well as on individual projects independently. Project management skills are desirable as well as experience with the Microsoft Terminal Services platform, Websense, and IP Phone System [Mitel].

Benefits

The United States Bankruptcy Court offers a benefits package to full-time permanent employees which includes:

- * 10 Paid Federal Holidays
- * 13 Days Paid Vacation (for the first three years)
- * 20 Days Paid Vacation (after three years)
- * 26 Days Paid Vacation (after fifteen years)
- * Participation in Federal Employees Retirement System
- * Flexible Benefits Program [optional]
- * Paid Sick Leave
- * Thrift Savings Plan [401K]
- * Life Insurance [optional]
- * Medical Coverage [optional]
- * Long-Term Care Insurance [optional]
- * Credit Union Participation
- * Long-Term Disability Plan [optional]

Information for applicants

Applicants should submit a Form AO 78 Application for Judicial Branch Federal Employment and cover letter to:

Michelle A. Pierce, Chief Deputy
U.S. Bankruptcy Court, WDNY
300 Pearl Street, Suite 250
Buffalo, NY 14202

Applications for Judicial Branch Federal Employment (AO 78) may be obtained from the Clerk's Office at the address above or at the Court's web-site at www.nywb.uscourts.gov. The United States Bankruptcy Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Only qualified applicants will be considered for this position. Travel expenses for interview or relocation expenses will not be paid. Applicants selected for interviews must travel at their own expense. Applicants selected for interviews will be required to provide copies of educational degrees, certifications, references and salary history. Applicants must be U.S. Citizens or eligible to work in the United States.

The successful candidate for this position is subject to a background record check, credit check and a mandatory electronic direct deposit of salary payment. All employees of the U.S. Bankruptcy Court are EXCEPTED SERVICE appointments. Excepted Service appointments are "at will," and as such, can be terminated with or without cause by the Court. The selected applicant must satisfactorily complete a one year probationary period.

The U.S. Bankruptcy Court for the Western District of New York is an Equal Opportunity Employer.