

**United States District Court
District of Puerto Rico
Clerk's Office**

Frances Moran, Esq.
Clerk of Court



150 Carlos Chardon Street
Federal Building, Room 150
San Juan, P.R. 00918
Telephone (787)772-3006

Vacancy Announcement 14-04

AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES

Position Title: Automation Technician
Position Type: Full-time
Grade: Classification Level CL-23 with promotion potential to a CL-24 without further competition.
Salary: **\$31,343 + 4.20% Cost of Living Allowance**
Open Date: Thursday, August 21, 2014
Closing Date: Friday, October 17, 2014

Position Overview

The Clerk's Office of the United States District Court for the District of Puerto Rico is now accepting applications for the position of Automation Technician.

The Automation Technician is a member of the Systems Shared Services Team for the District of Puerto Rico which is comprised of the District Court, Clerk's Office, Probation and Pretrial Services Office. This position is located in the Clerk's Office and reports directly to the Systems Manager.

The incumbent is responsible to perform various end user support activities which include providing day-to-day support and training for end users, installing and configuring computer hardware and software programs, and performing routine troubleshooting. The Automation Technician will also assist with courtroom technology.

REPRESENTATIVE DUTIES

Provides technical support and assists in the maintenance of computer systems, mobile devices, courtroom technology, and audio/visual systems, including software and hardware additions, moves, and changes.

Provides support for anything related to computer hardware and software, such as but not limited to: network logins, printers, equipment failures, missing files, software operation and customization, virus reports, and help/training for new staff.

Provides information and assistance to court staff via the IT helpdesk. Troubleshoots and provides guidance on technical program problems while logging assistance requests and prioritizing the users need for immediate or subsequent assistance.

Coordinates video and teleconferences for the District Court and the US Probation Office. This may involve tasks such as scheduling, troubleshooting, equipment setup, initiating calls, and monitoring equipment during conferences.

Travels to other court locations when required. Assists and performs any other duty related to this area of expertise.

QUALIFICATIONS

To qualify for this position the candidate must be a high school graduate and have a minimum of two (2) years of general experience.

General Experience

Progressively responsible technical experience or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

Preferred Qualifications

- ❖ Bachelor's degree in computer sciences or related field from an accredited college or university.
- ❖ Knowledge of Linux, Microsoft Windows OS, Microsoft Office, Microsoft Active Directory, Mozilla Firefox, Lotus Notes, WordPerfect, Microsoft Windows Server, Apple iOs mobile devices, is highly preferable. Basic knowledge of Local Area Networks (LANs) and Wide Area Networks (WANs), including systems security standards.
- ❖ The ability to communicate technical information effectively (orally and in writing) to end users in a manner that they can understand. Ability to interact effectively and appropriately with others, providing customer service and resolving difficulties while complying with regulations, rules, and procedures. Ability to work as part of a team.

APPLICATION PROCESS

Qualified persons are invited to submit a letter of interest, along with a resume and completed AO78 form (Application for Judicial Branch Federal Employment), available in the Clerk's Office or on our website www.prd.uscourts.gov. The announcement number must be clearly indicated on the front page of your letter of interest and application. The letter of interest, along with the resume and AO-78 form, may be hand-delivered or mailed to:

**United States District Court-PR
Attn: Agnes Ferrer-Auffant, Esq.
Human Resources Manager
150 Carlos Chardon Street
Federal Building Room 150
San Juan. PR 00919-1787**

or e-mailed to: vacancies@prd.uscourts.gov

All applications must be submitted by the close of business (5:00 pm) Friday, October 17, 2014. E-mailed documents must be submitted in PDF format, WordPerfect or MS Word. Due to the anticipated volume of applications, only applicants selected for an interview will be notified.

NO TELEPHONE CALLS WILL BE ACCEPTED.

CONDITIONS OF EMPLOYMENT

- ✓ Applicants must be citizens of the United States of America or be eligible to work in the United States.
- ✓ Employment will be considered provisional pending the successful completion of a FBI Fingerprint Background Check.
- ✓ Employees of the United States District Court are Excepted Service Appointments. Excepted service appointments are at will and can be terminated at any time by the Court.
- ✓ This position is subject to mandatory EFT participation for payment of net pay.
- ✓ Reimbursement of relocation expenses is not permitted under Judicial Conference Policy in effect at this time.

The United States District Court is an Equal Opportunity Employer