



**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF WASHINGTON**

Vacancy Announcement 21-02

Position Title:	Information Technology Specialist
Location:	Spokane, Washington
Position Type:	Full-time
Salary Range:	CL 25, \$42,747 to \$69,462 CL 26, \$47,0710 to \$76,499 CL 27, \$51,709 to \$84,059 Classification level and salary will be based upon qualifications and experience.
Closing Date:	Open until filled. To ensure consideration, applications must be received by October 8, 2021.

Position Overview: The I.T. Specialist provides technical support in installing, configuring, and maintaining computer hardware and software programs. The incumbent performs work related to server administration, computer security, end-user support, system and application maintenance and troubleshooting. This position operates as a member of the Information Technology department. The IT Specialist reports to the Chief Deputy and the position is located in the Clerk's Office in Spokane, Washington. Occasional travel may be required.

Representative Duties:

- Provide day-to-day technical support, assistance and training to Bankruptcy Court judges and staff.
- Install, configure, update, and repair computer hardware and peripherals.
- Install and support new and updated releases of software applications.
- Provide support for mobile computing devices including laptops, Apple iPhones, iPads, and remote connectivity (VPN) applications.
- Perform system backups and plan for disaster recovery operations.
- Provide support for courtroom audio & video equipment.
- Maintain computer security resources, including antivirus, intrusion detection and firewall systems.

Required Qualifications: Applicants must be a high school graduate or equivalent and have one year of specialized experience in the area of information technology that provided knowledge of computer processes and hardware/software capabilities. Completion of the requirements for a bachelor's degree from an accredited college or university in Information Technology or other closely related area of study may be used to substitute as one year of specialized experience at CL 25. Additional years of specialized experience may be used to qualify for placement or promotion to classification levels CL 26 or CL 27 without further competition.

The incumbent must have exceptional organization and time management skills with a proven ability to prioritize multiple demands and meet established deadlines. An attention to detail and the ability to exercise common sense and good judgement is required. Candidates must have an ability to communicate effectively, both orally and in writing.

Preferred Skills: Preferred skills include experience with various technologies, such as Microsoft Windows 10, Microsoft Office 365, Microsoft Windows Server, Apple iOS, Adobe Acrobat, Cisco VOIP and database management software. Experience in supporting a virtual desktop (VDI) environment, VPN/remote access applications, and local area network and Wi-Fi systems is also preferred.

Employment Information: Employees of the United States Bankruptcy Court are entitled to similar benefits as other federal government employees, including:

- Federal health insurance benefits;
- Group life insurance and long-term care options;
- Flexible Benefits Program (pre-tax flexible spending for health care and dependent care);
- Participation in the Thrift Savings Plan (similar to a 401k plan, with employer matching);
- Participation in the Federal Employees Retirement System;
- Paid annual and sick leave plus ten paid holidays per year.

Court employees serve under excepted appointments and are considered “at-will” employees. As such, employment can be terminated with or without cause at any time. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicants must be U.S. Citizens or eligible to work in the United States. As a condition of employment, the selected candidate must successfully complete a background investigation with periodic updates every five years thereafter.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. In the event a position becomes vacant in a similar classification, within reasonable time from the original announcement, management may elect to select a candidate from the applicants who responded to the original announcement without posting the position. More than one position may be filled from this announcement.

Application Process: Please send a letter of interest, resume, and application form AO-78 (available on the court’s website at www.waeb.uscourts.gov under Court Information/Court Job Openings) to personnel@waeb.uscourts.gov in PDF format. Please note Vacancy Announcement 21-02 on the subject line of the email. Applicants selected for interviews will be contacted. Due to the volume of applications anticipated, only candidates in consideration for this position will be contacted. This position will remain open until filled.

THE U.S. BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER