UNITED STATES BANKRUPTCY COURT
FOR THE CENTRAL DISTRICT OF ILLINOIS

ANNOUNCEMENT NUMBER 2016-02

NOTICE OF VACANCY

Position: Systems Support Specialist

Classification Level: Court Personnel System
CL 26 ($43,140 - $70,103) – CL 27 ($47,390 - $77,030)
Starting salary is dependent on qualifications

Position Location: Peoria or Springfield, Illinois

Date Posted: February 1, 2016

Closing date: March 18, 2016

The Clerk's Office of the United States Bankruptcy Court is a career-oriented organization focused on providing exceptional service to the court, members of the legal community, and the general public. We are seeking applicants for a full-time **Systems Support Specialist** to join our Information Technology team. Come discover a challenging and rewarding career in our court.

The Systems Support Specialist installs hardware and software, troubleshoots and repairs technical program problems, and provides outstanding technical support to end users throughout the court.

REPRESENTATIVE DUTIES:

- Assists in the day-to-day operations and support of networks, peripherals, telecommunications systems and other major systems to ensure reliable and effective operations.

- Shares in the responsibility for the management of enterprise hardware and software, network infrastructure, and for the coordination and integration of all data processing, office automation and data communication resources within the court.
- Recommends technical and operational changes and enhancements to existing system configurations, usage and procedures to improve systems and staff effectiveness.
- Assists with the day-to-day operation of technology used in the courtroom and ensures its reliable and effective operation.
- Provides hardware support for all audio/visual systems including the ability to move and connect mobile audio/visual teleconferencing equipment; troubleshoots both hardware and software systems for proper operation.
- Prepares and maintains documentation for automated programs.
- Performs other related duties or special projects, as assigned.

REQUIRED QUALIFICATIONS:

Two (2) or more years of experience with installation, configuration, maintenance and support of Windows operating systems, and experience supporting the general computing needs of a multidisciplinary staff, including both hardware and software support.

Bachelor's degree from an accredited college or university is required.

PREFERRED QUALIFICATIONS:

Current technical proficiency and experience in the following is advantageous: Windows Server 2012 R2, Windows 7 and higher desktop operating systems, Active Directory, DNS, relational database experience with SQL database, Microsoft products, Apple products, and a virtualization environment.

BENEFITS:

- 10 paid holidays per year
- 13-26 paid vacation days (depending on length of federal service)/13 paid sick days per year
- Partially paid medical insurance and life insurance paid by employee
- Participation in Federal Employees Retirement System
- Thrift Savings Plan with Government matching contributions
- Flexible spending accounts for child/dependent care and medical expenses
- Long-term care insurance paid by employee

CONDITIONS OF EMPLOYMENT:

Applicants must be U.S. citizens or eligible to work in the United States. A background investigation including fingerprint and criminal record checks will be conducted. Any applicant

selected for a position will be hired provisionally pending successful completion of the investigation. Retention depends on a favorable suitability determination. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

HOW TO APPLY:

Qualified candidates should submit all of the following documents in one PDF file to careers@ilcb.uscourts.gov with subject line **2016-02 Systems Support Specialist (your name)**:

1. Letter of interest;
2. An updated resume;
3. A completed and signed AO-78 (Judicial Branch Federal Employment application) which is available online from the court's website at www.ilcb.uscourts.gov under *Court Info* → *Employment Opportunities*;
4. Three professional references with contact information.

Please submit all required documents to be considered for this opportunity. An incomplete application packet may disqualify an applicant from further consideration.

Due to the expected high volume of applicants for this position, the court will only communicate with those qualified applicants who are selected to interview.

THE UNITED STATES BANKRUPTCY COURT
IS AN EQUAL OPPORTUNITY EMPLOYER