



***Career Opportunity
Information Technology Technician
Clerk's Office
Portland, Oregon
Vacancy Number ORD-23-07
Closing Date: May 30, 2023***

THE POSITION

The Clerk's Office of the United States District Court for the District of Oregon is now accepting applications for the position of Information Technology Technician in the Portland Division. The incumbent will provide technical support, assistance, and training to court staff and judicial officers. This position includes occasional travel and rotating after-hours support.

Representative Duties: Responsibilities of this position may include but are not limited to the following:

- Responds to help desk calls, e-mails, and web requests. Resolves issues in a timely manner or escalates them to the next level of support.
- Provides day-to-day technical support, assistance, and training to court staff and judicial officers.
- Provides information and assistance on word processing and internet applications.
- Installs, configures, updates, and repairs computer hardware and peripherals.
- Customizes software applications for local needs and trains personnel in their use.
- Installs new or updated releases of software applications.
- Prepares and maintains documentation for local software applications, procedures, and systems.
- Provides support for mobile computing devices and remote access.
- Provides basic support for the VoIP telephone system.
- Assists with testing, establishing, and monitoring video and telephone conferences.
- Assists with network maintenance and backups.
- Performs basic inventory control duties.

SALARY RANGE

This position is classified at CL 24 to CL 25 (\$44,379 - \$79,677) depending upon the qualifications and experience of the successful candidate.

Pay is only part of the total compensation package you will receive while working for the federal Judiciary. We offer employees a diverse group of benefit programs and family friendly flexibilities to meet the needs of you and your family. Please check out our comprehensive [Employee Benefits](#) that includes extensive health insurance plans to choose from, a defined contribution retirement savings plan with up to 5% matching, Federal Employees Retirement System (FERS) pension, generous paid time off, and much more.

QUALIFICATIONS

Minimum Qualifications:

Qualified applicants must have at least one year of experience with IT systems.

Desired Qualifications:

Any of the following are desired but not mandatory.

- Bachelor's degree in Information Technology or related field.
- Experience with and understanding of computer operations in a networked environment.
- Working knowledge of word processing software and email applications.
- Basic understanding of audiovisual systems with an emphasis on videoconferencing.
- Proficiency with iOS and Android devices.
- Knowledge of PowerShell and batch scripting.
- Federal Court IT experience.

Candidates must also demonstrate:

- A consistent past employment record;
- Strong customer service skills;
- Ability to function as a team player in a fast-paced, team-oriented office environment with frequent interruptions;
- Experience in dealing with routine and complex assignments;
- Excellent typing and proofreading skills;
- A demonstrated ability to think through, analyze, and interpret written communications;
- Ability to prioritize tasks and work assignments;
- Superior oral and written communication skills; and
- A professional demeanor and appearance appropriate for a law or professional office environment.

HOW TO APPLY

To apply, submit the following:

1. [Federal Judicial Branch Application for Employment \(AO 78\)](#).
2. Letter of Interest (Cover Letter);
3. List of 3 Professional References.

Send electronically to **hr2@ord.uscourts.gov** in pdf form. Electronic submissions should be combined into one pdf document. These items should arrive at the Court no later than **4:30 p.m. on Tuesday, May 30, 2023**. Application forms are available on the Court's website at **www.ord.uscourts.gov** in fillable format. Please type or print all information and sign and date forms where indicated. **Incomplete packets and those submitted after the deadline date will not be considered.** Verification of employment and education and reference checks will be made prior to any offer of employment.

The Court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Division of the Clerk's Office at 503-326-8165. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

CONDITIONS OF EMPLOYMENT

- Applicants must be United States citizens or lawful permanent residents currently seeking citizenship or intending to become a citizen after meeting the eligibility requirement as outlined in 8 U.S.C § 1324b(a)(3)(B).
- False statements or omissions of information on any application materials or the inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

- All information is subject to verification and background investigation.
- An FBI background check is required for all individuals appointed to positions in the U.S. Courts. New employees are considered "provisional hires" pending the successful completion of the FBI background check.
- Employees of the United States Courts serve under "Excepted Appointments" and are considered "at will" employees. As such, employment can be terminated at any time. Furthermore, Federal Civil Service classifications do not apply.
- Duty station assignments are at the sole discretion of the appointing officer.
- Employees are subject to mandatory participation in electronic funds transfer (EFT) for payment of net pay (*i.e.*, Direct Deposit). (Limited exceptions are available upon request.)
- The Court reserves the right to modify the conditions of posted job announcements or to withdraw an announcement entirely, either of which may occur without prior written or other notice.
- In the event a position becomes vacant in a similar classification within a reasonable time from the original announcement, the appointing officer may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.

ABOUT U.S. DISTRICT COURT FOR THE DISTRICT OF OREGON

EMPLOYEE BENEFITS

The United States District Court for the District of Oregon is an Equity Focused Employer.

We value diversity and are committed to equity and inclusion in our workplace. The District of Oregon encourages applications from all qualified individuals and seeks a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, socio-economic circumstance, and any other status or characteristic protected under applicable federal law.