

**UNITED STATES DISTRICT COURT  
DISTRICT OF MASSACHUSETTS**

**NOTICE OF VACANCY**



**POSITION TITLE:** PC Systems Administrator

**POSITION TYPE:** Full-time Regular (FTR), Excepted Service

**ANNOUNCEMENT #:** #17-06

**LOCATION:** Boston, Massachusetts

**CLASSIFICATION LEVEL:** CL 26 \* (Salary range \$48,287 - \$78,474), depending on experience  
\* Future potential for promotion to CL-27, depending on the needs of the court unit over time. Starting salary usually in the low to middle portion of the range provided above, depending on experience

**OPENS:** June 23, 2017

**CLOSES:** Open Until Filled  
{Preference those who apply by 7/14}

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The Clerk's Office currently is seeking applications for a PC Systems Administrator. This position is assigned to the Information Technology Department of the U. S. District Court Clerk's Office.

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**Representative Duties**

The PC Systems Administrator is responsible for workstation administration, mobile device administration, advanced troubleshooting, computer security, patch management and some server administration tasks. This includes installation, repair, and maintenance of personal computers, mobile devices, printers, telephones, Audio-Visual equipment, and network systems.

**Minimum Qualifications**

At least three years progressively responsible work place experience with Windows desktop and server operating systems, Active Directory, MS Office, and desktop security software.

Excellent interpersonal and administrative skills.

Ability to explain technical concepts in an understandable manner.

Proficiency at writing effective instructions for users and fellow staff.

Professional ability to prepare reports and memos.

Ability to independently analyze, isolate, and solve problems in complex systems.

Experience with Lotus Notes is preferred.

Bachelor's degree in Computer Science or related field is strongly preferred.

Commitment to public service.

Applicants must be U.S. citizens or meet the exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental United States.

### **FBI Background Investigation**

As a condition of employment, the selected candidate must successfully complete a ten year background investigation, and every five years thereafter will be subject to an updated investigation similar to the initial one. The investigation includes an FBI fingerprint check, and retention in the position will depend upon a favorable suitability determination.

### **Benefits:**

A generous benefits package is available and includes the following:

- (1) Ten (10) paid federal holidays
- (2) Paid annual and sick leave
- (3) Retirement benefits under the Federal Employees Retirement System (FERS)
- (4) Health benefits under the Federal Employees' Health Benefits Program (FEHB)
- (5) Dental and Vision insurance options under the Federal Employees Vision and Dental Insurance Program (FEDVIP)
- (6) Flexible Benefits Program
- (7) Life insurance benefits under the Federal Employees' Group Life Insurance Program (FEGLI)
- (8) Federal Employees' Group Long Term Disability Program (FEG LTD)
- (9) Long Term Care Insurance options through the Office of Personnel Management (OPM)
- (10) Transit Subsidy Program

### **Hours:**

8:30 AM to 5:00 PM, Monday through Friday, with some extra hours early morning, evenings or weekends, as needed. Occasional travel to Worcester and Springfield divisional offices and other locations is required.

### **How To Apply:**

Submit all of the following documents as directed. (1) a cover letter, (2) a current resume, (3) a list of three professional references with current contact information, and (4) a completed AO-78, Application for Federal Judicial Branch employment (version dated 10/09) to:

**United States District Court  
Attn: Human Resources  
Vacancy #17-06  
John Joseph Moakley U.S. Courthouse  
1 Courthouse Way, Suite 2300  
Boston, MA 02210**

**Applications also accepted by e-mail: [usdcmajobs@mad.uscourts.gov](mailto:usdcmajobs@mad.uscourts.gov)**

**Note:** If you apply by e-mail, please make certain the code **HR Mail, Vacancy #17-06, PC Systems Administrator** appears in the subject line of your e-mail correspondence to [usdcmajobs@mad.uscourts.gov](mailto:usdcmajobs@mad.uscourts.gov).

The Application forms(AO-78, version dated 10/09) is available on our website in fillable format at [www.mad.uscourts.gov](http://www.mad.uscourts.gov). **Please print or type all information.** If your application does not provide all information requested, or if your applicant packet is not complete, you may lose consideration for this position.

**Information For Applicants:**

Employees of the United States District Court are appointed in the excepted service, are considered “at-will” employees, and serve at the pleasure of the Court. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. An applicant must be a United States Citizen or permanently eligible to work in the United States. The United States District Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service employment.

The U. S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position earlier than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein. Applicants who do not submit all requested materials by the closing date of this announcement may lose consideration for the position.

The Federal Financial Management Reform Act requires direct deposit of federal wages. Completion of a six month probationary period is required.

**Due to the expected high volume of applicants for this position, the U.S. District Court will only make contact with those qualified applicants who will be invited to interview.**

**NO FAXES PLEASE**

**EQUAL OPPORTUNITY EMPLOYER**