

U.S. COURT OF APPEALS FOR THE NINTH CIRCUIT

VACANCY ANNOUNCEMENT

POSITION:	Computer Technician
LOCATION:	Pasadena, CA
CLASSIFICATION LEVEL/SALARY:	CL 25 Developmental Range (\$41,421 - \$51,372) Full Performance Range (\$51,805 - \$67,380)
CLOSING DATE:	Open until filled Priority consideration given to applications received by August 21, 2009 .

ABOUT THE COURT

The Ninth Circuit Court of Appeals hears appeals from district and bankruptcy courts located within its circuit, as well as appeals from decisions of federal administrative agencies. The Court has approximately 500 employees in multiple locations throughout the western U.S. Main court offices are located in San Francisco, with divisional offices in Pasadena, Seattle and Portland. The Pasadena courthouse is conveniently located in South Pasadena just off the 210 and five minutes from the 110. For more information about the federal court system, please visit: <http://www.uscourts.gov/>

POSITION DESCRIPTION

This position is located in Pasadena and will report to the Automation Specialist. The incumbent will provide technical support to the Court of Appeals staff, as directed by the Automation Specialist. Travel to other court locations is required as needed.

REPRESENTATIVE DUTIES

- Install hardware and software.
- Customize programs for local needs and train personnel in their use.
- Prepare and maintain documentation for local programs.
- Provide information and assistance to users on applications such as word processing, electronic mail, and other personal computer applications in a Windows XP environment.
- Troubleshoot and fix technical problems.
- Maintain perpetual inventory database with regard to physical assets in the automation area.

QUALIFICATIONS

- 2 years of specialized experience. *Specialized experience is defined as progressively responsible experience related to the technical aspects of data processing, office automation, and data communications and their applications, terminology, and methodology.*
- Thorough knowledge of computer processes and capabilities, including personal computer operating systems and applications.
- Solid understanding of computer operations in a networked environment.
- Good knowledge of word processing software and electronic mail applications and ability to adapt these to local needs.
- Demonstrated ability to meet established deadlines and commitments.
- Ability to interact in a positive manner with users at all levels of the court.
- Ability to help maintain a strong team environment.
- Ability to travel and lift 50 lbs.

PREFERRED QUALIFICATIONS

- Bachelor's degree
- Training experience
- General knowledge of court functions and procedures

CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen or eligible to work in the United States. Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are "at will" and can be terminated with or without cause by the Court. Employees will be hired provisionally pending the results of a background investigation and fingerprinting, and are subject to a probationary period. Employees are subject to the Judicial Code of Conduct. Direct deposit of pay required.

TO APPLY

Please submit a resume and a detailed cover letter which clearly demonstrates why you are the best person for this position, along with 3 references to:

HR@ca9.uscourts.gov (Please include job code INT-CT in the subject line).

To ensure consideration, please submit these materials by **August 21, 2009**. Only candidates selected for an interview will be notified. Unsuccessful candidates will not receive notice.