

## **Position Title: Information Technology Engineer**

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<b>Vacancy #:</b>	22-08
<b>Court Name:</b>	United States District Court, District of South Carolina
<b>Location:</b>	Columbia, South Carolina
<b>Grade/Salary Range:</b>	CL 27/1 (\$52,967) to CL 28/61 (\$103,208) *
<b>Opening Date:</b>	August 18, 2022
<b>Closing Date:</b>	Open until filled, with preference given to applications received by August 31, 2022

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\*Position classification, job grade, and salary are based on human resources policies, qualifications, experience, applicant's current salary or federal pay grade, and preferred skills.

### **Position Description**

This position is in the Clerk's Office of the United States District Court, District of South Carolina. The district encompasses 7 locations and approximately 175 users. The Information Technology Engineer is responsible for ensuring availability, performance of networking infrastructure, Audio/Video (AV) systems and securing IT infrastructure. The incumbent reports directly to the IT Supervisor.

### **Representative Duties**

- Perform routine and specialized technical support for installation and administration of local and wide area network hardware, operating systems, and software.
- Work with network administrators to maintain and support the court's local area networks, storage devices, and physical and virtual environments.
- Support Microsoft Active Directory, group policy development and troubleshooting.
- Ensure availability and performance of AV infrastructure by regular preventative maintenance and testing of AV equipment.
- Coordinate AV warranty work, maintenance agreements, and timely repair of all AV equipment.
- Review, evaluate, and make program recommendations regarding the court's IT security on technologies utilized by the court.
- Perform research to identify potential vulnerabilities in, and threats to, existing and proposed technologies, and develop and implement effective mechanisms and procedures for mitigating risks and threats.
- Assist with the development and administration of security policies and guidance. Create and employ methodologies, templates, guidelines, checklists, procedures, and other documents in support of the court's IT security framework.
- Support court e-mail and collaboration systems and applications.
- Assist with design and installation of infrastructure for new or renovated court space
- Create and maintain system documentation
- Perform helpdesk related duties and provide on-call support.
- Assist with special projects as directed by management and perform other IT support duties as assigned.

### **Minimum Qualifications and Experience**

Applicant must have a minimum of four years of specialized experience. Specialized experience is progressively responsible experience that is in, or closely related to, the work of the position that has provided the knowledge, skills, and abilities to successfully perform the duties of the position. Education at the master's degree level or two years of graduate study may be substituted for the required specialized experience if obtained in a field directly related to the subject-matter of this position.

Strong troubleshooting abilities and customer service skills are mandatory. Excellent organization skills, the ability to respond to requests on short notice, and the ability to manage multiple tasks and stringent deadlines are essential.

The employee must be able to occasionally work after hours and weekends. Some travel, including overnight trips, will be required. This position requires the ability to lift a minimum of 50 pounds, and the physical mobility to access equipment wherever it may be positioned (e.g., under desks, on racks, etc.).

### **Preferred Qualifications and Experience**

Preference will also be given to those applicants who have the following qualifications:

- Proven experience with implementing and managing enterprise level wired and wireless networks.
- Knowledge and experience supporting networking hardware, topologies, and protocols including core, distribution, and access switches.
- Knowledge and experience of configuration, supporting and troubleshooting servers, network switches, and hyperconverged infrastructure.
- Knowledge of Biamp, Creston, Extron, and other Audio/Visual equipment and software.
- Familiarity with courtroom procedure, audio, video and lighting design.
- IT security experience, a strong understanding of IT security best practices, and demonstrated ability to analyze, design, and implement security policies and procedures.
- Possess knowledge and skills necessary to identify and analyze security risks and to implement resolutions.
- Experience using Microsoft Active Directory, patch management applications, web application firewalls, log management applications and mobile device management.
- Operational and technical experience relative to the installation, configuration, and support of Linux and/or Windows Server operating systems.
- Experience with server and desktop virtualization technologies.
- Strong documentation experience with Visio.
- Certifications: CCNA, CCNE, CISA, CISM, CISSP, Security+, Network+.
- Information Technology experience in federal courts, agencies, law firms or other legal environments.
- Work experience that provides evidence of strong customer service skills; the ability to work cooperatively with clients, team members, and managers; the ability to handle multiple priorities in a fast-paced environment; and the ability to follow an assigned project through to completion.

### **Other qualifications/skills:**

- Ability to manage multiple tasks and priorities and adhere to strict deadlines, accuracy, and attention to detail while maintaining the highest standards of excellence, integrity, and customer service.
- Ability to maintain confidentiality and use sound judgment.
- Ability to consistently display to all persons, a courteous, professional, and cooperative attitude.

### **Benefits**

The United States District Court is part of the Judicial Branch of the United States Government. Court employees are entitled to the same benefits as other federal employees. These benefits include:

- Eleven (11) paid holidays per year.
- Paid annual leave in the amount of 13 days per year for the first three years of employment; 20 days after three years; and 26 days after fifteen years of federal service.
- Paid sick leave in the amount of 13 days per year.
- Mandatory participation in the Federal Employees Retirement Program and Social Security Retirement Program.
- Optional participation in the Thrift Savings Plan (TSP), the Federal Employees Health Benefits (FEHB), the Federal Employee Group Life Insurance (FEGLI), the Federal Employees Dental and Vision Plans (FEDVIP), the Flexible Spending Programs, and the Long-Term Care Insurance Program.

The following link is provided for additional information regarding Federal Judiciary benefits:  
<https://www.uscourts.gov/careers/benefits>

### **Conditions of Employment**

- Employees must be United States citizens or lawful permanent residents currently seeking citizenship or intending to become a citizen after meeting the eligibility requirements as outlined in Title 8 U.S.C. § 1324b(a)(3)(B).
- Employees are required to adhere to the *Code of Conduct for Judicial Employees*, which is available to applicants to review upon request.
- Employees of the United States District Courts are not included in the government's Civil Service classification but are under an excepted appointment and therefore serve "at will" and can be terminated with or without cause by the court.
- Employees in this position will be subject to a five-year background investigation, with updates every five years thereafter. This position is considered a high-sensitive position. The applicant selected for the position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.
- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

### **Application Procedure**

Qualified individuals must submit the following information and must be submitted in one PDF document:

- A cover letter detailing how your experience relates to the position requirements
- The Application for Federal Employment (AO-78) – a link to the form is provided here <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>
- A resumé detailing all relevant experience, education, and skills
- A list of three professional references with current contact information.

Position is open until filled. Priority consideration will be given to applications received by **4:30 PM on Wednesday, August 31, 2022**. Submit application packet in **one PDF document** and send via email to [personnel@scd.uscourts.gov](mailto:personnel@scd.uscourts.gov). Include "**Vacancy #22-08**" in the subject line. Hard copies and faxed copies of applications will not be accepted.

Incomplete applications will not be considered. All applicants will be screened to identify the most qualified and suitable candidate. Only applicants selected for an interview will be contacted and must travel at their own expense. Unsuccessful applicants will not be contacted. Please do not contact the court to inquire about the status of your application.

The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which may occur without any prior written or other notice.

**The United States District Court is an Equal Opportunity Employer**