



The United States District Court District of Delaware

Position			
Automation Support Specialist			
Location			
Boggs Courthouse, 844 King Street, Wilmington, Delaware			
Salary/Target Grade	Opening Date	Closing Date	Announcement
\$40,477- \$65,834 (CL-25) \$44,579-\$72,493(CL-26)	November 7, 2013	Until Closed	13-2

Position Overview
<p>Under the supervision of the Information Systems Manager, the Automation Support Specialist is responsible for developing, maintaining and enhancing local applications; maintaining existing Court hardware/software and other commercial off-the-shelf software products; installing and providing training for automation software and applications; answering user questions; identifying sources of processing failures and procedural errors; providing technical advice.</p>
Qualifications
<p>Applicants for this position should possess one to two years of specialized experience consisting of progressively responsible experience related to the technical aspects of data processing, office automation, and data communications and their applications, terminology and methodology. Experience should include the accomplishment of computer project assignments that involved systems analysis, design, programming, implementation, integration, and management. Applicants must have experience in MS Windows 7 and a working knowledge of TCP/IP, Ethernet, HTML, Visual Basic or similar tool, and Internet Explorer is required. Experience with Apple Server administration and Windows Server 2008/2012, Corel WordPerfect and/or Microsoft Office, and Lotus Notes Clients is desirable. The individual selected should possess strong communication skills and must be able to deal effectively with the District Judges, Magistrate Judges, and other members of the Court. A team attitude and a willingness to adapt to a changing work environment are essential to maintain the Court's quality standards. Professional or businesslike approach and attire are required.</p>

Education & Experience

The completion of a degree in computer science, information systems management (or other related field), or significant experience in a directly related field is preferred, along with familiarity with WordPerfect, Microsoft Office, MS Windows and Lotus Notes Clients. Otherwise, the **minimum requirement** is the possession of a High School Diploma or GED, and experience in a directly related field that includes Domino Server administration and a working knowledge of TCP/IP, Ethernet, HTML, Visual Basic or similar tool, and Internet Explorer. Transcripts may be required for verification prior to the start of employment.

CL-25 High School graduation plus 1 years of specialized experience;

CL-26 High School graduation plus 2 years of specialized experience;

Benefits

The United States District Court for the District of Delaware offers a generous benefit's package (some benefits require a waiting period) to full-time employees which includes:

- 10 Paid Holidays
- 13 Days Paid Vacation (for the first three years)
- 20 Days Paid Vacation (after three years)
- 26 Days Paid Vacation (after fifteen years)
- Medical Coverage
- Long Term Care Insurance Options
- Commuter Benefits Program
- Paid Sick Leave
- Retirement Benefits
- Life Insurance Plan Options
- Thrift Savings Plan
- Credit Union Participation
- Medical/Dependent Care Reimbursement Accts.

Information for Applicants

Email resumes to: ded_resumes@ded.uscourts.gov or submit resumes to the attention of:
Personnel, Clerk's Office, 844 N. King Street, Unit 18, Wilmington, Delaware, 19801-3570

The U.S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position(s) sooner than the closing date, if a closing date is shown, any of which action may occur without prior written notice or other notice. This job announcement may involve filling more than one position described herein.

The salary for this position will be based upon experience and education in accordance with the Court Personnel System of the U.S. Courts. Employees will be subject to a probationary period before permanent status is achieved. Advancement on the pay scale is contingent upon satisfactory performance.

This position is a mandatory EFT (Electronic Funds Transfer) participation for payment of net pay, i.e., Direct Deposit.

The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request.

Verification of employment eligibility according to the Immigration Control and Reform Act of 1986 will be required of all new employees of the U.S. District Court.

The Automation Specialist is a high-sensitive position. 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.

Due to the volume of applications received, the U.S. District Court will only communicate to those individuals who will be tested or interviewed. If you are not notified by us, another candidate within the recruitment was selected.

The U.S. District Court will maintain position opening applications or resumes on file to quantify applicant data for statistical reporting requirements.

If you have any questions regarding this announcement please contact our Personnel Specialist at (302) 573-6170.