



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF PENNSYLVANIA**

VACANCY ANNOUNCEMENT

POSITION TITLE: Information Technology (IT) Technician
(Full-Time, Temporary)
VACANCY NUMBER: 24-01E
LOCATION: Philadelphia, Pennsylvania
SALARY RANGE: CL – 25 (\$50,129 - \$81,501) - CL – 26 (\$55,214 - \$89,731)
(salary commensurate with experience)
POSTING DATE: October 12, 2023
CLOSING DATE: Open Until Filled

The appointment will be for one year and one day with a possibility of an extension or to become a permanent position. This is a full-time temporary position from which future positions may be filled. Potential to fill multiple positions.

POSITION OVERVIEW

The Eastern District of Pennsylvania is accepting applications for a full-time, temporary, Information Technology (IT) Technician. The IT Technician is a member of the IT department and is under the general direction of the Director of IT and the IT Supervisor. The incumbent performs professional work related to network management and information technology security. The incumbent manages LAN administration and engineering and IT security functions pertinent to national compliance. The position is in the Clerk's Office of the U.S. District Court in Philadelphia. Occasional travel within the district will be required.

REPRESENTATIVE DUTIES

- Configures, installs, supports, and maintains network hardware including routers, switches, wireless controllers, access points, firewalls, encoders, and decoders.
- Maintains and updates network documentation for all 4 sites.
- Install and maintain firewalls, security appliances, flow collectors, and applicable software to manage network infrastructure.
- Create and monitor user accounts, assign passwords, and provide security training as needed.
- Administer and support corporate and public wireless network within the District Court space.
- Vulnerability remediation and systems patch management.
- Team role in the administration of IT security-related automated tools, including but not limited to device hardening, antivirus product management, systems patch management, web-based security and filtering, sys logging, vulnerability scanning and remediation.
- Assist in the development and maintenance of local court unit security policies and guidance, the remediation of identified risks, and the implementation of security measures.
- Other duties assigned.

QUALIFICATIONS

To qualify for the position of Information Technology Technician, the applicant must have at a minimum:

- a high school graduate or equivalent
- have two (2) years of general experience, and one (1) year of specialized experience.

General experience is progressively responsible IT work that indicates the possession of, or the ability to acquire, the specific knowledge and skills needed to perform the duties of the position.

Specialized experience is progressively responsible IT experience that is in, or closely related to, the work of the IT position which has demonstrated the specific knowledge, skills, and abilities to successfully perform the duties of the position and involves the routine use of automated software, IT systems, or other computer-based systems used by the court.

Education above the high school level may be substituted for required general experience based on one (1) academic year (30 semester or 45 quarter hours) equals one (1) year of general experience. Education may not be substituted for specialized experience.

Must be able to work during non-business hours as required to complete urgent projects or prevent disruption to court proceedings or special events; Must have reliable transportation for travel; Moving and lifting weights that commensurate with the weight of equipment associated with the job duties is essential.

COURT PREFERRED SKILLS AND EXPERIENCE

The candidate should be a professional who is a self-starter, dependable, friendly, motivated, organized, detailed-oriented and possess good judgement with accountability for their work product. Possess high ethical standards. Excellent written and verbal communication skills with the ability to translate highly technical terms into easily understood terms for non-technical people is essential. Must demonstrate ability to work on multiple tasks, be flexible and tactful when working under pressure individually and in a team environment. Ability to follow Information Technology security standards and the ability to assist with PC and mobile systems on-the-fly is necessary. The ability to work independently and harmoniously with a team is essential. Former work with government entities, particularly the federal judiciary, is a highly valued experience. Basic network configuration experience and certification pathway for the above certifications is highly preferred.

Associate's degree from an accredited college, university or technical school with a concentration in Computer Science, Information Systems, or a field closely related to the subject matter is highly desirable.

Any of the following certifications are highly desired:

- CCNA Route/Switch or TestOut equivalent
- IT Fundamentals Pro TestOut or equivalent
- Network Pro TestOut or equivalent
- Security Pro TestOut or equivalent

CONDITIONS OF EMPLOYMENT

Employees of the Court are excepted service appointments, considered "at-will" and can be terminated with or without cause. All judiciary employees are required to adhere to the Judicial Code of Conduct. The final candidate will be subject to a background check, which includes fingerprinting, and will be hired provisionally pending favorable suitability determination of the background investigation. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

BENEFITS

Employees of the United States District Court are entitled to federal benefits including health insurance, vision and dental insurance, life insurance, long-term care insurance, flexible spending accounts, retirement benefits, participation in Thrift Savings Plan (similar to a 401K plan), paid federal holidays, and paid annual and sick leave. To learn more about the Judiciary's benefits: <https://www.uscourts.gov/careers/benefits>

INFORMATION FOR APPLICANTS

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The Court will only communicate with those qualified applicants who are selected for an interview. Applicants scheduled for an interview should advise the HR staff if any accommodation will be necessary. Expenses associated with interviews or relocation will not be reimbursed.

If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may elect to select a candidate from the original qualified applicant pool.

All information provided by applicants is subject to verification and false statement or omissions of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

APPLICATION PROCESS

Qualified applicants must submit the following as a **single PDF document**: (1) letter of interest; (2) detailed resume; (3) list of at least three professional references with current contact information; (4) list of continuing education or certifications completed within the last 5 years; (5) completed and signed *AO 78 Application for Judicial Branch Federal Employment*, and (6) completed and signed *AO 78B Race/Ethnicity, Gender & Disability Identification* (both found at [PAED - Vacancy Announcements](#)).

Completed applications (in a **single PDF document**) should be forwarded to Human Resources at: paed_apply@paed.uscourts.gov with the subject line, "**Information Technology (IT) Technician #24-01E**" and ***will not be considered complete*** unless all items have been received by Human Resources. Incomplete application packets will not be accepted for consideration.

**The Clerk's Office of the U.S. District Court for the Eastern District of Pennsylvania
is an Equal Opportunity Employer, and is committed to recruiting, developing, retaining, and promoting a diverse
workforce.**