



**UNITED STATES BANKRUPTCY COURT**  
**Middle District of Georgia**  
[www.gamb.uscourts.gov](http://www.gamb.uscourts.gov)

**VACANCY ANNOUNCEMENT**

<b>Position:</b>	Information Technology Technician II	<b>Vacancy No.:</b> 2024-01
<b>Location:</b>	Macon, Georgia	
<b>Salary:</b>	Classification CL 27 (\$58,030.00 to \$94,338.00) Starting salary depends upon qualifications and experience	
<b>Opening Date:</b>	March 18, 2024	
<b>Closing Date:</b>	Open until filled	

The Clerk's Office of the United States Bankruptcy Court for the Middle District of Georgia, Macon Division, is accepting applications for a full-time Information Technology Technician. The Court is seeking a self-motivated individual who possesses a strong work ethic and has excellent interpersonal, automation, and analytical skills.

**Duties include, but are not limited to:**

- Respond to help desk calls and e-mails, log computer problems, and assist with routine problems; problems that are not quickly resolved are escalated to the next level. Assist with web access. Provide information and assistance to users on applications such as word processing and data entry. Assist with creating user accounts and providing end user training.
- Create and run reports. Install or assist in the installation of upgrades or new or revised off-the-shelf/desktop releases. Set up, configure, install, and document hardware and software.
- Provide support for mobile computing devices and remote access. Confirm that back-ups are run. Perform inventory control duties.
- Provide cabling support.
- Troubleshoot hardware and software problems. Perform basic system support for telephone systems, such as additions, deletions, and moves. Analyze help desk log. Create user accounts. Create local Court forms from off-the-shelf software. Customize programs for local needs and trains personnel in their use. Provide day-to-day systems backups and verify the validity of data.
- Maintain contact with other information technology court personnel at different locations and levels for the purpose of keeping abreast of developments, techniques, and user programs.

- Monitor day-to-day operations of the equipment and systems. Act as the technical expert in solving computer system problems.
- Recommend hardware, equipment, and software updates.

**About the Court:** The United States Bankruptcy Court for the Middle District of Georgia is located in Macon, Georgia with a divisional office in Columbus, Georgia. The Court has two judges in Macon and one judge in Columbus. Hearings are also conducted monthly in Albany, Athens, and Valdosta.

The position is located in Macon, Georgia with periodic travel to divisional offices in Columbus, Albany, Athens, and Valdosta. Occasional after-work hours may also be required. While telework is occasionally authorized, this position is not a full time telework position.

**Qualification Requirements:**

- The applicant must have a high school diploma or equivalent.
- A bachelor's degree from an accredited college or university in information technology or a closely related field and work experience in bankruptcy, federal or state courts, or the federal government, are preferred, but not required.
- Knowledge of operating systems, servers, with thorough knowledge of LAN/WAN internetworking technologies and strong network trouble shooting skills.
- Knowledge of data communication security and privacy techniques.
- Skill in analyzing, interpreting, and presenting research findings.
- Ability to manage multiple projects, prioritize work, and meet established deadlines and commitments.
- Ability to communicate technical information effectively (orally and in writing) to end users in a manner they can understand.
- Ability to make decisions based on thorough knowledge of the job's related policies, practices, and guidelines.
- Work is performed in an office setting. Applicant will be required to lift and move moderately heavy items, such as computer equipment, weighing up to 40 pounds.

**Employee Benefits:** The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees are covered by the Court Personnel System (CPS). Court employees are considered at-will and are not covered by federal civil service classifications or regulations.

These benefits include:

- 13 days paid vacation for the first three years employment, 20 days after three years, 26 days after fifteen years.
- 13 days paid sick leave per year.
- 11 paid holidays per year.
- Choice of medical, dental and vision coverage from a wide variety of plans.
- Life Insurance options.
- Federal Employees Retirement System.
- Immediate participation in the Thrift Savings Plan (401K plan).
- Optional participation in the Judiciary's Long Term Care Insurance Program.
- Optional participation in the Judiciary's Flexible Spending Program.
- Optional participation in the Commuter Benefit Program.

**Qualified applicants must submit the following:**

- A cover letter.
- A resume that details years of experience, including names and addresses of employers, dates of employment, functions managed, number and composition of personnel supervised, and salary history.
- If selected for an interview, applicant must complete an Application for Judicial Branch Employment (Form AO78) which is available at <http://www.uscourts.gov/forms/AO078.pdf>.
- A list of at least three references, with current contact information.

Application materials should be emailed to: [gambml\\_hr@gamb.uscourts.gov](mailto:gambml_hr@gamb.uscourts.gov).

Subject line: Vacancy Notice 2024-01.

**Notice to Applicants:**

- The United States Bankruptcy Court is an EQUAL OPPORTUNITY EMPLOYER.
- Only applicants who are selected for interviews will be contacted by the Court.
- The Court will not pay for any interview or relocation expenses.
- Employees of the United States Bankruptcy Court are required to adhere to a Code of Conduct, copies of which are available upon request.
- The United States Bankruptcy Court is part of the Judicial Branch of the United States Government.
- Employees of the United States Bankruptcy Court are considered AT WILL employees.
- The Federal Financial Reform Act requires direct deposit of federal wages for Court employees.
- Employees must be United States Citizens or eligible to work in the United States.

**As a condition of employment, the selected candidate will be subject to an FBI fingerprint check and may be subject to periodic updates. Employment will be considered provisional until the fingerprint check is completed.**