

**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF MAINE**

**POSITION ANNOUNCEMENT**

**INFORMATION TECHNOLOGY TECHNICIAN  
CL 24 – PART TIME POSITION**

Posted: September 25, 2009  
Closes: End of Business October 13, 2009  
Location: 202 Harlow Street, Bangor, Maine  
Starting Salary Range: CL 24 (\$25,326 – \$31,660 per annum)

Typical starting salary will be at the CL 24 level (\$25,326 – \$31,660). Starting salary level depends entirely upon qualifications and eligibility. (To qualify at the highest level you must meet all criteria in years of general and specialized experience.)

This position has the potential to become full time and has a promotion potential to a CL 25.

30-hour work week

**Position Summary**

This position is located in the Bankruptcy Clerk's Office in Bangor, Maine. Information technology technicians are part of the information technology team that performs end user support activities. Information technology technicians at this level provide day-to-day support for end users and provide technical support in installing and configuring computer hardware and software programs. Technicians at this level perform routine troubleshooting.

**Representative Duties**

Provide day-to-day support and training to staff in WordPerfect, Lotus Notes, Microsoft Office, Adobe Acrobat, and national and customized applications.

Distribute new hardware, including but not limited to PC hardware, laptops, printers, and mobile devices.

Install and configure new software applications.

Troubleshoot PC equipment and software problems.

Provide assistance in procurement and inventory of automation related systems.

Travel to divisional offices and other locations when necessary.

Support and troubleshoot courtroom audio visual equipment

Perform other automation and related duties as assigned.

## **QUALIFICATIONS**

**Required:** Two years of general experience and one year of specialized experience. High School Diploma or equivalent.

### **Definitions:**

#### **General Experience**

Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

#### **Specialized Experience**

Progressively responsible clerical or administrative experience that is in, or closely related to, the work of the position and which has demonstrated the particular knowledge, skills, and abilities to successfully perform the duties of the position and involves the routine use of automated software and keyboarding for word processing, data entry and report generation.

A positive customer service orientation is a must. Must be a flexible team participant who is dependable, detail-oriented and able to work in a multi-task, fast paced environment. Qualified applicants will have progressively responsible information technology experience, computer skills, excellent communication and interpersonal skills.

### **Court Preferred:**

- Associate's degree or Bachelor's degree preferred, minimum of 3-5 years of hands-on support experience; relevant technical certifications
- Hands-on experience supporting audio-visual presentation systems, including videoconferencing applications
- Experience configuring and troubleshooting Microsoft Windows XP operating system and Microsoft Office desktop applications
- Basic understanding of IP networking
- Basic understanding of desktop computer security and anti-virus protocols
- Strong written and verbal communications skills

### **Educational Substitutions:**

Education may not be substituted for specialized experience because the court support positions require hands-on experience to be credited as specialized experience.

### **Procedures For Applying**

To be assured consideration, please submit a cover letter, resume, and completed **Judicial Application Form AO 78** (located at [www.meb.uscourts.gov](http://www.meb.uscourts.gov)) to: David LePauloue, Chief Deputy; by mail at “United States Bankruptcy Court, 537 Congress Street, Portland, Maine 04101,” or electronically at “[david\\_lepauloue@meb.uscourts.gov](mailto:david_lepauloue@meb.uscourts.gov)” by the close of business on **October 13, 2009**. **Incomplete submissions may not be considered.**

## **BENEFITS**

Employees of the United States Bankruptcy Court ARE NOT included in the Government’s Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of the available benefits are:

- Participation in the federal health, dental, and vision programs.
- Participation in the Federal Employees Retirement System.
- Participation in the Thrift Savings Plan (similar to a 401K).
- Participation in a group life insurance program.
- Participation in a group long-term disability insurance program.
- Participation in a long-term care insurance program.
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.
- Time in service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

Local benefits include tuition reimbursement and paid parking (subject to the availability of funds).

### **An Equal Opportunity Employer**

*All applicants must be a U.S. citizen or be eligible to work in the United States.*

*All appointments subject to FBI Fingerprint Background Check;  
with periodic reinvestigation, if applicable.*

*Retention depends upon a favorable suitability determination.*

*All appointments also subject to mandatory electronic funds transfer.*