

UNITED STATES BANKRUPTCY COURT



District of Maine Position Vacancy Announcement

Position Title: Information Technologist

Position Type: Permanent, Full-Time

Location: Bangor, Maine

Salary Range: CL-25 (\$45,682-\$74,271) with promotion potential to CL 26 (\$50,316-\$81,771). Starting salary commensurate with work experience, education, and prior/present pay history.

Opening Date: January 19, 2023

Closing Date: Open until filled.

The Office of the Clerk offers an employment opportunity for a self-motivated individual with a strong work ethic and excellent automation, interpersonal, and analytical skills. The ideal candidate will be a resourceful, dependable, and independent worker who desires to expand their technical knowledge and abilities as part of an experienced team. An interest in learning processes and procedures pertaining to bankruptcy court operations is essential. The federal judiciary performs an essential mission, and our work is rewarding, fast-paced, and challenging.

Position Overview:

This position provides technical and operational support including setting up and maintaining computer software and hardware systems and providing information and electronic case filing (ECF) instruction to external customers. Occasional after-hours and weekend work may also be required.

Responsibilities:

- Provide information and assistance to court staff via the IT helpdesk. Troubleshoot and provide guidance on technical program problems in-person and over the telephone. Assist with connectivity issues, password problems and network access issues. Provide information and assistance to users on applications such as Outlook, Teams, and other productivity applications.
- Provide support for all courtroom technology to include audio visual equipment, and the setup, recording and operations associated with live, video, and hybrid court hearings.

- Provide support for mobile computing devices and remote access including laptops and iPhones. Repair computers and printers, including the replacement of failed components. Manage and coordinate the timely repair of hardware including personal computers, printers, audio/video equipment, and communications devices.
- Receive, test, and install new and updated computer hardware and software and recommend hardware and software upgrades.
- Perform and maintain data backups, software updates, and install security patches. Ensure that established IT security processes and procedures are maintained. Assist in keeping current documentation of hardware, software, and network configurations.
- Test and resolve networking issues, including switch maintenance. Provide court unit support for various national and local applications.
- Develop, modify, and run special reports for different elements of the court unit.
- Review, identify, and research the accuracy, timeliness, and quality of data entered into case records. Make corrections to the case record to comply with local procedures. Ensure that all case files and related information are accessible. Perform quality control on attorney-docketed entries.
- Prepare and analyze required reports to ensure quality assurance standards.
- Respond to inquiries on case status. Inform customers of required fees. Receive payments and issue receipts.
- Perform other duties as assigned.

Minimum Qualifications:

- Demonstrated experience in supporting Windows desktop operating systems and troubleshooting and resolving technical problems involving PC equipment and peripherals.
- Ability to interact with nontechnical system users in a professional and supportive manner, and the ability to effectively work in a team environment. Excellent organizational and interpersonal skills, and a professional demeanor and appearance are required.
- Ability to effectively interface with all levels of court employees, attorneys, and the public. Ability to communicate effectively and respectfully both orally and in writing. Ability to organize work and manage multiple tasks simultaneously.

Desired Qualifications:

- Progressively responsible experience in an Information Technology position. This experience could include modifying, enhancing, implementing, and/or maintaining computer systems including systems analysis, desktop support, and systems integration.
- A college degree in the computer sciences from an accredited educational institution is preferred. Appropriate education above the high school level may be considered at the discretion of the Clerk of Court. Training on Judiciary specific applications will be provided in-house.

Benefits:

The United States Bankruptcy Court offers a generous benefits package to full-time, permanent employees, which includes:

- Paid Federal Holidays
- Paid Vacation
- Paid Sick Leave
- Medical Insurance
- Optional – Dental and Vision Coverage
- Life Insurance
- Thrift Savings Plan with matching funds (401k & Roth 401k style)
- Participation in Federal Employees Retirement System (FERS)
- Health and Dependent Care Reimbursement Programs
- Public Transit Subsidy Program
- Optional - Long-Term Care Insurance
- Employee Assistance Program, which provides free counseling, financial assistance, and basic legal services to all eligible employees

Notice to Applicant:

- Applicants must be a U.S. citizen or be eligible to work in the United States.
- Employees of the United States Bankruptcy Court are “At Will” employees and are required to adhere to a Code of Conduct for Judicial Employees.

How to Apply:

To be considered for this position, all applicants must submit:

- Resume (including full educational summary, employment history, and salary history);
- Cover Letter;
- Contact list of three professional references; and
- AO78 - Judicial Employment Application - found on our website at <http://www.meb.uscourts.gov/employment>

Application packages will not be considered complete unless all items have been received.

The applicants deemed most qualified will be invited to participate in a personal interview at their own expense. Relocation expenses will not be reimbursed.

Send a compiled single PDF of the required documents via email to apply@meb.uscourts.gov with “Information Technologist” in the subject line.

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, any of which actions may occur without prior written notice or other notice.

The U. S. Bankruptcy Court is an Equal Opportunity Employer

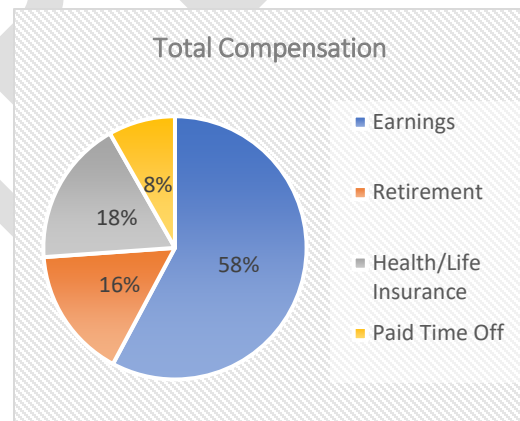


TOTAL COMPENSATION STATEMENT

* SAMPLE FOR ILLUSTRATION PURPOSES ONLY *

POSITION: Information Technologist, Full-time
LOCATION: Bangor, Maine
STARTING LEVEL: CL 25
SALARY: \$48,541 per Annum

The Federal Judiciary provides a generous benefit package which, in addition to salary, is an important component of total compensation. This total compensation statement illustrates the value of the Federal Judiciary benefits. Please be advised that the information is tailored to this position as above, however some of the individual benefit values may vary based on your benefit choices.



ANNUAL SALARY \$48,541

Retirement Benefits	\$13,494.40
Health/Life Insurance	\$15,025.93
Paid Time Off	\$6,907.76

TOTAL EMPLOYER CONTRIBUTIONS \$35,428.09

Employer contributions represent 42.19% of total compensation

TOTAL COMPENSATION \$83,969.09

EMPLOYER CONTRIBUTIONS

Retirement Benefits

- ❖ Retirement - Basic Benefit (FERS) 16.6 – 18.4% of basic pay for FY23, varies by type of FERS employee (FERS, FERS RAE or FERS FRAE)
- ❖ Thrift Savings Plan - Automatic Contribution 1% of Basic Pay for FERS employees
- ❖ Thrift Savings Plan - Employee Matching Up to an additional 4% of Basic Pay
Judiciary matches dollar for dollar for the first 3%, then 50 cents for every dollar contributed after that, up to 5%
- ❖ Social Security 6.2% of earnings up to SS Wage Base

Health /Life Insurance

- ❖ Health Insurance – FEHB Approximately 72% of FEHB Premium
- ❖ Life Insurance - FEGLI BASIC option \$.075 per every \$1,000 of insurance

Paid Time Off

- ❖ Sick Leave 4 hours per pay period = 104 hours per year
- ❖ Annual Leave 4 – 8 hours per pay period based on length of service
0 – 3 years = 104 hours/year
3 – 15 years = 160 hours/year
15+ years = 208 hours/year
- ❖ Paid Holidays 11 federal holidays

ADDITIONAL BENEFITS

- ❖ Dental Insurance, *premiums paid on a pre-tax basis*
- ❖ Vision Insurance, *premiums paid on a pre-tax basis*
- ❖ Flexible Spending Accounts, *contributions paid on a pre-tax basis*
- ❖ Workplace flexibilities, *flexible work schedules*
- ❖ Paid Parental Leave, *12 weeks*
- ❖ Long-term Care Insurance
- ❖ Employee Recognition Program
- ❖ Professional Education and Training
- ❖ Benefit and Retirement counseling and training
- ❖ Employee Assistance Program (EAP)