



For your convenience, a detailed position description is available on our website @ <http://www.ncmp.uscourts.gov/current-employment-opportunities>

### **MINIMUM QUALIFICATIONS:**

To qualify for a position of Information Technology Technician II at CL 25, a person must be a high school graduate (or equivalent) and must have at least one year of specialized experience. Graduation from an accredited college or university is preferred. **Applicants must be a United States Citizen, U. S. National, or a lawful permanent resident “seeking citizenship.”**

### **MINIMUM EXPERIENCE:**

One year specialized experience.

**Specialized Experience** is defined as progressively responsible experience in, or closely related to, the work of this position. Specialized experience demonstrates the particular knowledge, skills, and abilities necessary to successfully perform the duties of this position.

### **PREFERRED QUALIFICATIONS:**

Prior systems experience within the “Judiciary” is preferred. The successful candidate should: have a positive attitude; be flexible; deliver excellent customer service; be conscientious regarding detail and accuracy; be a leader and motivator; be mature and highly organized; possess tact, high integrity, good judgment, and initiative; and maintain a professional appearance and demeanor at all times. Additional preferred skills include the ability to meet with the public; work harmoniously with others; communicate effectively--both orally and in writing; work with minimum direct supervision; and possess the ability to balance the demands of varying workload responsibilities and deadlines.

### **BENEFITS:**

- ◆ Accrued annual leave and sick leave. Paid holidays each year (where applicable).
- ◆ Periodic salary increases based on acceptable performance of duties.
- ◆ Employee cost index and locality pay increases, subject to approval by Congress and the Executive Committee of the Judicial Conference.
- ◆ Participation in the Federal Employees Group Health Insurance program offers numerous plans. (Government contributes large share of premium and employee’s share may be deducted “pre-tax” from gross salary.)
- ◆ Federal Employees Group Life Insurance program offers variety of options. Long Term Care and Disability Insurance policies are also available.
- ◆ Flexible Spending Account available to pay out-of-pocket medical, dependent care, and parking expenses from “pre-tax” salary.
- ◆ Participation in the Federal Employees Retirement System (FERS) which includes Social Security and an optional tax deferred savings/investment plan.
- ◆ Numerous training opportunities.

## APPLICATION PROCEDURE

Visit our website at <http://www.ncmp.uscourts.gov/current-employment-opportunities> for an application package which includes the current Information Technology Technician II vacancy announcement, position description, and “fillable” AO-78, Federal Judicial Branch Application for Employment form.

**To be considered for this position, all qualified applicants must submit (via email) a single PDF document containing (in the following order)**

- a completed AO-78, Federal Judicial Branch Application for Employment form (including information as directed on the website application instructions)
- a resume (optional)
- three professional references with contact information; and
- a cover letter (not to exceed two typed pages) summarizing your educational background, qualifications, skills, and abilities relevant to this position

to [hr@ncmp.uscourts.gov](mailto:hr@ncmp.uscourts.gov) **no later than July 30, 2015 COB to qualify for the initial cutoff. Application packets emailed and received after the initial cutoff date will then be considered for interview until the position is filled. Note: Zip files and faxes cannot be accepted.**

### **Employment Contact Information:**

Questions should be directed to Wesley Sharpe, Personnel Specialist through the Employment Line at (336) 358-4238.

**The most qualified applicants selected for interview will be contacted by telephone. For applicants not selected to interview, closing information will be posted on our external website at <http://www.ncmp.uscourts.gov/current-employment-opportunities> in lieu of closing letters.**

Applicants must possess a valid driver’s license.

By statute, employees must be U.S. citizens, U.S. nationals, or a lawful permanent resident “seeking citizenship.”

**This is a “High-Sensitive” position.** As a condition of employment, the selected candidate must successfully complete a ten-year background investigation, and subsequent favorable suitability determination, and every five years thereafter will be subject to a re-investigation.

The U. S. Probation Office, Middle District of North Carolina, is not authorized to reimburse candidates for travel in connection with testing, interviews, or to pay relocation expenses to the successful candidate.

**Special Note:** This “at will” position shall be considered “FILLED” if it is determined that no other applications are deemed necessary by the United States Probation Office. This vacancy may be amended or withdrawn at the discretion of the Chief U. S. Probation Officer.

This position is subject to mandatory Electronic Funds Transfer (EFT) participation for payroll deposit.

**THE UNITED STATES PROBATION OFFICE IS AN EQUAL OPPORTUNITY  
EMPLOYER**