



UNITED STATES DISTRICT COURT DISTRICT OF HAWAII

JOB VACANCY ANNOUNCEMENT

POSITION TITLE: Court Technology & Facilities Specialist
Full-time, Excepted Service.

ANNOUNCEMENT #: 14-04

LOCATION: United States District Court
Prince Kuhio Federal Building and U.S. Courthouse
300 Ala Moana Blvd., Rm. C-338
Honolulu, Hawaii

**COURT PERSONNEL SYSTEM
LEVEL & SALARY RANGE:** CL 24 - CL 26 (\$39,757 - \$78,633 including COLA).
Starting level & salary dependent on qualifications and
court budget. Promotional potential to CL 26 without
further competition, subject to funding.

CLOSING DATE: Open until filled. Applications received by 5:00 p.m.,
June 9, 2014, will be given first consideration.

POSITION SUMMARY

The Clerk's Office of the United States District Court is a career-oriented organization focused on providing exceptional service to the court, members of the legal community, and the general public. Currently, we are seeking qualified applicants for a full-time **Court Technology & Facilities Specialist** position. The Court Technology & Facilities Specialist performs and coordinates administrative and technical work related to day-to-day building management issues and space and facilities projects in accordance with court policies and approved internal controls. The incumbent is also responsible for IT and non-IT inventory and monitoring of IT security logs. This position reports to the Director of IT.

REPRESENTATIVE DUTIES

- Monitors, coordinates, and reacts to day-to-day facilities management issues which may involve structures, building systems (heating, cooling, lighting and cleaning), technology, grounds, security and space planning. Responds to space and facilities help desk calls and emails. Logs calls, resultant actions and final resolution into database. Interacts with General Services Administration (GSA) building manager or other appropriate individual for problem resolution. Keeps customers informed as to service status.
- Maintains and reviews IT security logs.
- Conducts IT and non-IT inventories.
- Performs product research and makes recommendations on new IT equipment and software. Works with procurement to ensure proper equipment and software are procured.
- Coordinates and tracks all IT and non-IT space project schedules and project checkpoints. Assesses, documents, prioritizes, and responds to project problems. Attends or participates in project or construction meetings as representative to the court's management team.
- Prepares or obtains drawings and specifications for projects. Coordinates project budgets and project schedules. Works with the General Services Administration and/or project

- architects to ensure project completion. Works with independent project consultants.
- Manages all court staff moves.
- Works with court units to maximize work place efficiency.
- Maintains files, records and materials related to facilities management, space planning and space and facilities projects.

QUALIFICATIONS

Minimum Qualifications: Candidates must have a high school diploma or equivalent, and the following specialized experience:

CL-24: One year of specialized experience equivalent to work at CL-23.

CL-25: One year of specialized experience equivalent to work at CL-24.

CL-26: One year of specialized experience equivalent to work at CL-25.

Specialized experience is progressively responsible clerical or administrative experience that provided knowledge of the policies, practices, and guidelines related to facilities management; that demonstrated the particular skills and abilities to respond to, monitor, and resolve day-to-day facilities management issues; and involved the routine use of automation systems such as word processing, spreadsheet, project management applications, manual/automated drafting systems or related software applications.

If hired at CL-24 or CL-25, promotional potential to the next higher classification level after meeting specialized experience requirements, receiving successful performance appraisals, and the availability of funding. CL-26 is the target grade for this position.

Preferred Qualifications: A bachelor's degree from an accredited college or university, and more than one year of specialized experience gained while employed at a federal district court, a federal government agency, or other highly structured work environment is highly preferred.

Candidates must also demonstrate: Ability to communicate effectively, orally and in writing, with individuals and groups to provide accurate and timely information. Ability to interact effectively with others, providing customer service and resolving difficulties while complying with court administrative regulations, rules and procedures. Skill in problem solving. Maturity, good judgment, high ethical standards and a positive work attitude. Strong organizational and customer service skills and attention to detail. Ability to multi-task and consistently meet deadlines and targeted goals. A professional demeanor and appearance appropriate for a court environment.

CONDITIONS OF EMPLOYMENT

Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. The selected candidate will undergo an FBI fingerprint check as a condition of employment, and a six-month probationary period, subject to extension. The selected candidate will be hired provisionally pending the successful completion of the background check. Unsatisfactory results may result in termination of employment. Employees of the United States District Court serve under "Excepted Appointments" and are considered "At-Will" employees. As such, employment may be terminated by either the employer or employee with or without cause. Federal Civil Service classifications and regulations do not apply; however, court employees are entitled to benefits similar to those of other federal government employees. Court employees are required to adhere to the *Code of Conduct for Federal Judicial Employees*. This position is subject to mandatory electronic funds transfer for payroll direct deposit. Interview and relocation expenses will not be reimbursed.

BENEFITS

Federal Judiciary benefits include paid vacation, sick leave and holidays; participation in federal health insurance, life insurance and retirement programs, including the Thrift Savings Plan (tax-deferred retirement savings and investment plan with matching contributions); supplemental dental and vision insurance, flexible benefit and commuter benefit programs, parking/bus subsidy, flex time, and a professional environment. An overview of Federal Judiciary benefits is accessible at: <http://www.uscourts.gov/Careers/BeneFitForLife.aspx>

HOW TO APPLY

It is recommended that applications be submitted as soon as possible. To ensure consideration, promptly submit **one of each** of the following:

(1) Letter of interest; (2) current resume; (3) list of three professional references with contact information; and (4) completed and signed "AO 78 Federal Judicial Branch Application for Employment" (fillable form can be found under "Forms" at www.hid.uscourts.gov).

Application packages must be emailed to: careers@hid.uscourts.gov with the subject line, "**Court Technology & Facilities Specialist #14-04**," and will not be considered complete unless **all** items have been received by Human Resources. Incomplete application packets will disqualify applicant from further consideration. The court prefers one PDF document that encompasses all aforementioned documents.

Preference will be given to application packages received by **5:00 p.m., June 9, 2014**. Due to the anticipated volume of applications, the court will only communicate with those individuals who will be invited for personal interviews and only applicants who are interviewed will receive a written response regarding their application status. Interview and relocation expenses will not be reimbursed.

The U.S. District Court reserves the right to modify the conditions of this announcement, withdraw the announcement, or fill the position earlier than the closing date, any of which may occur without prior written notice. Future vacancies may be filled without further advertisement.

An Equal Employment Opportunity Employer