



UNITED STATES DISTRICT COURT

Northern District of Illinois, Chicago

Human Resources Office, Room 1574
219 South Dearborn Street, Chicago, Illinois 60604
www.ilnd.uscourts.gov

NOTICE OF POSITION VACANCY

Date:	January 14, 2022	Grade Range:	CL 24-01 to CL 26-61
Job Announcement No.:	2022-19	Salary Range:	\$44,047 - \$87,134
No. of Vacancies:	One	Closing Date:	January 28, 2022
Position Title:	PC Systems Administrator		

The United States District Court, Northern District of Illinois, is now accepting applications for a PC Systems Administrator. Consideration will only be given to those who apply through the court's online applicant tracking system, submit a cover letter, resume and two professional references. To apply, please see "Notice to Applicants" listed below.

POSITION OVERVIEW

This position is located within the Information Technology Department in United States District Court for the Northern District of Illinois Clerk's Office in Chicago, Illinois and reports directly to the Systems Supervisor – Desktop and Help Desk. The PC Systems Administrator performs work related to workstation and server administration, end-user support, system and application maintenance and troubleshooting, and computer security. The incumbent is responsible for recommending, planning, and installing new systems, products and applications for Probation, Pretrial Services, and the District Court.

POSITION DUTIES AND RESPONSIBILITIES

- Provide judges, probation staff, pretrial services staff and court staff support for computer hardware and software.
- Solve routine computer system problems such as network login, printers, equipment failures, missing files, software operation, and customization questions, virus reports, basic technical support of telephone systems, court technology, mobile devices, and audio/visual systems, and help train new staff.
- Customize equipment and software for the individual user needs and follow-up to ensure operational capability.
- Handle probation, pretrial services and court staff requests regarding computer set up and needs and to provide follow-up to the user to verify their understanding of how the equipment and software function.
- Install or assist in the installation and operation of new or revised releases of programs on Windows PC's and laptops such as Adobe Acrobat, VPN Software, Outlook, MS Office and Office 365, and mobile devices (including but not limited to Apple iPhones, iPads, and Android OS based devices).
- Designs, configures, and implements computer hardware and operating system software.
- Develops the standard guidelines to assist in the use and acquisition of software and the protection of any vulnerable information.
- Provide information and assistance to court staff via the IT help desk.
- Troubleshoot and provide guidance on technical program problems while logging assistance requests and prioritizing the user's subsequent assistance.

- Assist in maintaining inventory tracking system by keeping the Systems Supervisor – Desktop and Help Desk apprised of the status of parts, supplies, and equipment that may need replenishing. Prepare equipment for disposal that is no longer serviceable.
- Prepare and maintain documentation for automated programs, maintain contact with other IT staff to remain knowledgeable of developments, user techniques, and programs.
- Assist with office and chambers moves, adds or changes by reconfiguring and reconnecting equipment in new locations.
- Set up desktop applications, routine hardware maintenance of standard office equipment and LAN switches.
- Assist in the configuration of audio/video systems and VOIP phones, connect and troubleshoot automation equipment, assist with the development of disaster recovery plans, create macros and templates in both WordPerfect and Microsoft Word.
- Assist Information Technology Security Administrator and Systems Supervisor- Desktop and Help Desk in researching and drafting IT security policies.
- Perform Security Awareness training for Probation, Pretrial Services, and District Court staff and be responsible for editing the monthly Security Awareness Newsletter.
- Determine and recommend computer software or hardware required to install new systems or applications or alter existing systems/applications. Diagnose hardware and custom off-the-shelf software problems and replace defective components or design software fixes.
- Analyze, isolate, and solve complex system problems utilizing technical resources. Diagnose and remedy computing system failures, both hardware and software.
- Prepare written instructions for users and IT staff which are clear and effective. Train users to work with computer systems and programs. Prepare reports and memoranda regarding complex automation issues with a focus on the reader.
- Performs other duties as assigned.

JOB REQUIREMENTS AND QUALIFICATIONS

The successful candidate should have thorough knowledge of the installation and maintenance of networked PC-based workstations under Windows 10 and Windows 7 in a Windows 2008/2012 Active Directory network. Skill in the use of maintenance of standard office equipment, such as copiers, personal computers, printers, scanners, and LAN switches is required. Ability to interact effectively with others, provide customer service and resolve difficulties while complying with regulations, rules and procedures is required. The successful candidate must be able to display professional and positive demeanor and appearance appropriate for a court environment (business/office wear-professional). A+ certification and MCSA certification or equivalent experience preferred. Basic knowledge of audio/video systems, and VOIP phones is a preferred. Other experience preferred includes supporting a diverse user base in word processing, spreadsheet and database applications. College degree is preferred. As a condition of employment, the selected candidate must successfully complete a background investigation with periodic updates every five years thereafter.

COMPENSATION

Compensation and classification level will be set based on the work experience, qualifications, and salary history of the successful candidate. To qualify at a CL 24, an applicant must have one year of specialized experience equivalent to work at the CL 23 level. To qualify at a CL 25, an applicant must have one year of specialized experience equivalent to work at the CL 24 level. To qualify at a CL 26, an applicant must have one year of specialized experience equivalent to work at the CL 25 level. Candidates must have one year of experience at the next lower classification level.

Specialized experience is closely related to the work of the position and demonstrates the knowledge, skill, and ability to successfully perform the duties of the position. Experience related to data processing,

automation and data communications functions, applications, systems terminology and methodology may qualify as specialized experience.

EMPLOYEE BENEFITS

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

- 11 Paid Federal Holidays
- 13 Days Paid Vacation (per year for the first three years)
- 20 Days Paid Vacation (after three years)
- 26 Days Paid Vacation (after fifteen years)
- 13 Days Paid Sick Leave
- Paid Parental Leave
- Medical, Dental, Vision Coverage
- Life Insurance
- Thrift Savings Plan with matching funds (401k & Roth 401k style)
- Participation in Federal Employees Retirement System (FERS-FRAE)
- Health, Dependent, & Parking Reimbursement Programs
- Public Transit Subsidy Program
- Long-Term Care Insurance
- Employee Assistance Program, which provides free counseling, financial assistance, and basic legal services to all eligible employees
- Access to an Infant Care and Toddler Care Center (onsite and near the building).
- A Public Service Loan Forgiveness Program is available to certain full-time employees with qualifying student loans.
- The Federal Financial Management Reform Act requires direct deposit of federal wages

Further details regarding Federal benefits may be viewed at: [ILND Benefits](#)

NOTICE TO APPLICANTS

Consideration will only be given to those who apply through the court's online applicant tracking system and provide a cover letter, resume and provide two professional references by January 28, 2022. To view openings and to apply, visit our applicant tracking system at: [ILND Jobs](#)

Due to the volume of applications received, the Court will only communicate with those applicants who will be interviewed. Applicants selected for interviews will be communicated to only through email and must travel at their own expense and relocation expenses will not be reimbursed. Applicants will be screened to determine their experience and qualifications.

All new employees must be fully vaccinated (i.e., at least 2 weeks after last dose) for COVID-19 and, prior to the starting with the Clerk's Office, present proof of vaccination or submit a request in writing for an exemption to this requirement on the basis of a sincerely held religious belief or medical condition. Prior to appointment, the finalist candidate will be required to satisfactorily complete a criminal background investigation. The Court requires employees to adhere to a Code of Conduct which is available upon request. Direct deposit is required for payment of compensation for employees. Employees of the District Court, Northern District of Illinois are excepted service appointments. Employees are considered at-will and are not covered by federal civil service classifications or regulations. The United States District Court is an Equal Opportunity Employer.

Diversity is important to the Judiciary. It is an essential component of services that the Judiciary is charged with providing to maintain justice, equality, fairness, respect, and dignity in society. To fulfill its duties, the Judiciary

must include all members of society—not just regardless, but also inclusive of race, gender, disability, and the many other variables that make up the citizens of our nation. The Judiciary has a duty to promote a fair, just, and sustainable model of inclusive democracy and social justice that surpasses any governmental entity in the history of this nation or of any other nation.

To be eligible for employment, applicants must meet one of the following requirements:

- (1) U.S. citizen;
- (2) Person who owes allegiance to the U.S. (i.e., nationals of American Samoa, Swains Island, and the Northern Mariana Islands);
- (3) Person admitted as a refugee or granted asylum who has filed a declaration of intention to become a lawful permanent resident and then a citizen when eligible; or
- (4) Lawful permanent resident (i.e., green card holder) who is seeking citizenship. A lawful permanent resident "seeking citizenship":
 - a. May not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen);
 - b. Must apply for citizenship within six months of becoming eligible; and
 - c. Must complete the process within two years of applying (unless there is a delay caused by the processors of the application).

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.

INFORMATION ABOUT THE NORTHERN DISTRICT OF ILLINOIS

The Northern District of Illinois is home to the five largest cities in Illinois: Chicago, Aurora, Rockford, Joliet, and Naperville. Also known as “The Windy City,” Chicago is the third most populous city in the U.S. with over 2.7 million inhabitants and nearly 10 million people living in the Chicago metropolitan area. With Lake Michigan as its eastern border, Chicago covers more than 237 square miles.

Chicago is home to numerous museums and cultural institutions including Art Institute of Chicago, Field Museum, Museum of Science and Industry, Shedd Aquarium, and Adler Planetarium. A center of art and culture, Chicago has over 200 theaters, nearly 200 art galleries, and more than 7,300 restaurants.

Known for its magnificent skyline, Chicago is home to buildings designed by some of the world’s most renowned architects including Daniel Burnham, Louis Sullivan, Frank Lloyd Wright, and Mies van der Rohe, who designed the Dirksen Courthouse.

Major Chicago universities include University of Chicago, Northwestern University, Loyola University, University of Illinois Chicago, DePaul University and Illinois Institute of Technology. Professional Chicago sports teams include the Bulls (NBA), Sky (WNBA), Bears (NFL), Cubs (MLB), White Sox (MLB), Fire (MLS), Chicago Blackhawks (NHL), and Red Stars (NWSL). Chicago is a major world finance center. The Federal Reserve Bank of Chicago, the Chicago Stock Exchange, the Chicago Board Options Exchange, and the Chicago Mercantile Exchange are within blocks of the Courthouse. The Northern District of Illinois is home to three international airports including O’Hare International Airport, among the busiest airports in the world.