



United States Pretrial Services Office Southern District of New York

<https://www.nyspt.uscourts.gov>

VACANCY ANNOUNCEMENT 20-02-PST-IT

POSITION: Pretrial Services Technician
(Information Technology Department)

POSITION TYPE: Temporary (not to exceed 4 years)

DUTY STATION: 500 Pearl Street, Room 550, New York, NY

SALARY: \$12.35 per hour (\$25,692 annually)

OPENING DATE: January 29, 2020

CLOSING DATE: Until filled

POSITION OVERVIEW: The IT Technician is a temporary entry-level position that will provide valuable IT work experience with a small organization. The IT Technician will work under the supervision and mentorship of other IT staff. The Pretrial Services Office has 47 employees and more than 200 IT devices. The work attire is business casual. The applicant should be able to lift and move IT equipment such as computer, monitors and printers. The IT Technician can expect to gain experience with one or more of the following responsibilities:

- Help desk phone support - answer phone calls from employees, respond to their inquiries or transfer requests to more experienced IT staff.
- Inventory management – perform equipment sightings, update the inventory database with the current location of equipment; reorganize the IT storage rooms as needed. Assist with the review of procurement records.
- Maintain equipment - perform maintenance/cleaning procedures on equipment; update/remove applications as needed.
- Test hardware - test hardware such as computers, monitors, scanners, keyboards and videoconference equipment.
- Setup computers - setup new computers to have standard settings and applications used by The Office.
- Documentation/report support - assist with the development documentation and review of reports.

REQUIREMENTS: The successful applicant must have IT-related experience from a job, college degree, or training program. Applicants will also be considered if they are or will be enrolled in college or training school for an IT-related program. Applicants must be able to work between 32 to 40 hours per week. This position will not exceed four years.

APPLICATION PROCEDURE: Interested applicants should submit a cover letter with vacancy number 20-02-PST-IT, the date you can start, the schedule (days and hours) that you can work each week, a résumé, and the [Application for Judicial Employment \(AO78\)](#), located on The Office's employment page at <http://www.nyspt.uscourts.gov/employment.html>. Create one **PDF document** and label the file your "Last Name, First Name" and send via **email to:**

nyspt_hr@nyspt.uscourts.gov
Attn: Vacancy Announcement 20-02-PST-IT

All applicants must be U.S. Citizens. Applicants who fail to submit a complete application package will not be considered. Applicants selected for the position are subject to a background check. Employees are required to use electronic funds transfer for payroll deposit. Only applicants selected for an interview will be notified. **Phone calls will not be accepted.**

The U.S. Pretrial Services Office is an Equal Opportunity Employer.