



## CAREER OPPORTUNITY

### United States Pretrial Services Office Southern District of New York

**VACANCY ANNOUNCEMENT# 25-01-PST-IT**

<b>POSITION:</b>	Pretrial Services Technician (Information Technology Unit)
<b>POSTION TYPE:</b>	Part-Time/Full-Time Temporary (Not to exceed one year and one day from appointment. Potential for the position to be extended.)
<b>LOCATION:</b>	New York, NY
<b>SALARY RANGE:</b>	CL 22 \$17.88 - \$22.36 per hour (\$37,173 - \$46,494 annually)
<b>OPENING DATE:</b>	October 24, 2024
<b>CLOSING DATE:</b>	Open Until Filled

#### **POSITION OVERVIEW**

The Pretrial Services Technician for the Information Technology Unit ("IT Technician") is a temporary entry-level position that will provide valuable IT work experience with a small organization. This position will not exceed four years. The IT Technician will work under the supervision and mentorship of other IT staff. The Pretrial Services Office has 39 employees and more than 200 IT devices. The work schedule can be from 8 to 40 hours per week.

#### **REPRESENTATIVE DUTIES**

- Organize IT equipment and the storage rooms; perform equipment sightings; update the inventory database; and assist with procurement and delivery of IT.
- Test, maintain, and clean IT equipment.
- Setup and deploy IT equipment.
- Assist with the development of documentation and the review of reports.
- Provide IT helpdesk support for employees who are in the office or at a remote location.
- Provide administrative/clerical assistance at the reception and intake areas.

## **QUALIFICATIONS**

The applicant must have a high school diploma or equivalent. Preference will be given to applicants with IT-related experience from a job, college degree, or training program.

## **REQUIREMENTS**

- Proficient computer skills and an understanding of software applications in a Windows environment.
- The applicant should be able to lift and move IT equipment such as computer, monitors, and printers.
- Ability to follow instructions and adhere to office policies.
- Ability to organize and prioritize work.
- Strong verbal and written communication skills.
- Ability to maintain confidentiality.
- Ability to deal with multiple demands in a fast-paced environment.
- Must maintain a professional demeanor and presence.
- Work attire is business casual.

## **CONDITIONS OF EMPLOYMENT**

- Applicants must be a U.S. citizen or lawful permanent resident seeking U.S. Citizenship. In order to be compensated with appropriated funds for a position within the continental United States, applicants must be:
  - (1) U.S. citizen
  - (2) Lawful permanent resident (i.e., green card holder) who is seeking citizenship as outlined in 8 U.S.C. §1324b(a)(3)(B).

Note: Some noncitizen applicants who are permanent residents may not yet be eligible to apply for citizenship at the time they begin. Such individuals may still lawfully be employed if they provide an affidavit indicating that they intend to apply for citizenship when they become eligible to do so.
- The position is subject to mandatory electronic fund transfer (direct deposit).
- All employees are required to adhere to the Code of Conduct for Judicial Employees which can be found at [www.uscourts.gov](http://www.uscourts.gov).
- Selected applicants will be subject to a fingerprint, credit report, and employment checks as a condition of employment.

Excepted service appointments are “at will” and can be terminated with or without cause by the court.

## **EMPLOYEE BENEFITS**

- Paid Vacation and Sick Leave – Full-time employees can receive up to 13 days of paid vacation per year for the first three years of employment. Sick leave is earned at 4 hours per pay period (104 hours per year - 13 days). Part-time employees are eligible for vacation and sick leave on a prorated basis depending on the number of hours worked.
- Paid Federal Holidays – Part-time employees are eligible when the holiday falls on their regularly scheduled workday.

Health insurance is not provided.

## **APPLICATION PROCEDURE**

Interested applicants must submit the following documents as a *singular file* to the following email, [HR@nyspt.uscourts.gov](mailto:HR@nyspt.uscourts.gov) with subject line **VA#25-01-PST-IT**.

- Cover letter outlining qualifications and skills, the date you can start, the schedule (days and hours) that you can work each week and must reference **VA#25-01-PST-IT**.
- Resume
- Completed AO 78 - Federal Judicial Branch Application for Employment. **Please ensure all information is saved on your pdf prior to emailing.** The form is available at the following link:

[https://www.uscourts.gov/sites/default/files/ao\\_078-08-2024\\_1.pdf](https://www.uscourts.gov/sites/default/files/ao_078-08-2024_1.pdf)

**As a Pretrial Services Technician is a law enforcement support position that requires access to criminal record systems, candidates for this position are required to answer all background information questions, including criminal history inquiries #18, #19, and #20, on the AO 78 form.**

- Submissions must be received as a single PDF document with following file name:

**“Last Name, First Name\_VA2501-PST-IT”**

Applicants who fail to submit a complete application package will not be considered. Due to the volume of applications received, only applicants who are interviewed will receive a response regarding their application status. **Phone calls will not be accepted.**

The U.S. Pretrial Services Office reserves the right to amend or withdraw any announcement without written notice to applicants.

**The U.S. Pretrial Services Office is an Equal Opportunity Employer and encourages qualified minority applicants to apply.**