



NOTICE OF POSITION VACANCY

COMPUTER TECHNICIAN

(TEMPORARY/PART TIME)

6 months, Monday-Friday, Four Hours Daily

Job Announcement 2001-3

SALARY RANGE: CL 24 / \$12,966.00 - \$16,200.00 (Depending on qualifications)

CLOSING DATE - April 16, 2001

Introduction

This position is located in the Clerk of Courts office in Cheyenne, Wyoming. There is the slight possibility of some travel to Casper. The incumbent provides technical automation support to the judiciary court unit staff.

Representative Duties

Provides information and assistance to users on applications such as word processing.

Troubleshoots and fixes technical program problems.

Customizes programs for local needs and trains personnel in their use.

Prepares and maintains documentation for local programs.

Installs and performs general maintenance on hardware.

Installs and provides training on software

Performs as the "help desk" for the judiciary court unit staff

All other duties as assigned

Qualification Requirements:

High School Graduate with two years general experience. General knowledge of the functions and procedures of the judiciary court unit. Thorough knowledge of computer processes and capabilities, including programming languages and database management. Good knowledge of word processing software and ability to adapt it to local needs.

Proficient in WordPerfect 8 or 9 and Windows 95 or 2000. Ability to communicate with and train unit staff. Ability to perform routine hardware maintenance.

Scope and Effect of Work:

The incumbent's work mainly affects those assigned to the judiciary court unit serviced. Keeping the automated equipment operating effectively contributes to the overall productivity of the unit. New processes and programs developed and implemented by the incumbent also contribute to productivity.

Complexity:

Identifying the cause of a problem is difficult because the user cannot always explain how or what happened before the problem became known. Operator error is often the cause, yet users want the hardware or software fixed. Defining relationships, sequences, and responsibilities in order to automate a process, or change a process already automated, is often complex.

Work Parameters:

Normally a supervisor with technical knowledge is located on site. Sometimes the incumbent is the only assigned specialist. The situation will determine where the incumbent will turn for assistance. Generally the equipment and systems are standardized and operating manuals are available. If outside advice is needed, the automation training center staff, circuit executive staff, administrative office staff and automation personnel at other courts may be contacted.

Personal Interactions:

Incumbent has regular contact with users of the system in the judiciary court unit. Outside contacts are with automation vendors advice on operating/managing equipment already in place. Technical contacts with automation personnel in other courts, training centers, administrative office, and circuit executive's office are sometimes made concerning specific problems.

Environmental Demands:

Work is performed in an office setting. Physical effort may be involved in moving, connecting or troubleshooting equipment.

NOTICE TO APPLICANTS

- ! The Court requires employees to adhere to a Code of Conduct which is available upon request.
- ! New employees are subject to a criminal background investigation.
- ! Direct deposit is required for payment of compensation for employees.
- ! The Court is a smoke-free environment.
- ! Please visit our web site at www.ck10.uscourts.gov/wyoming/district/index.html

Please submit resume and cover letter to:

Clerk U.S. District Court
P.O. Box 727
Cheyenne, Wyoming 82003
Attention: Chief Deputy
307-772-2145