



**United States Court of Appeals**  
for the Seventh Circuit  
219 South Dearborn Street  
Chicago, Illinois 60604

2018 - 02  
03/23/18

## **POSITION VACANCY**

**Position:** Information Technology Technician

**Salary Range:** CL 23 - CL 25 (\$36,556 - \$72,700) per annum  
*Salary based on qualifications and experience. This is a career track position with promotional potential up to CL 26 or above without further competition, subject to funding and need.*

**Closing Date:** Open Until Filled

**Position Overview:** The U.S. Court of Appeals for the 7<sup>th</sup> Circuit is seeking applicants for a full time Information Technology Technician. The incumbent is part of the information technology team that performs end user support activities. The Information Technology Technician provides help desk support for end users, provides technical support in installing and configuring computer hardware and software programs, and performs routine troubleshooting. The incumbent must be able to travel to other circuit locations.

### **Representative Duties:**

- Respond to help desk calls and e-mails, log computer problems, and assist with routine problems; problems that are not quickly resolved are escalated to the next level. Assist with web access. Provide information and assistance to users on applications such as word processing and data entry. Assist with creating user accounts and providing end user training.
- Create and run reports. Install or assist in the installation of upgrades or new or revised off-the-shelf/desktop releases. Set up, configure, install, and document hardware and software.
- Provide support for mobile computing devices and remote access. Confirm that back-ups are run. Perform inventory control duties. Perform basic system support for telephone systems.
- Provide cabling support.

### **Minimum Qualifications:**

To qualify for the position, candidates must have a Bachelor's Degree from an accredited college or university.

**Desired Qualifications:**

- General knowledge of hardware and software programs.
- Familiarity with a variety of technologies such as telephone and wireless systems, routine hardware maintenance and electronic devices, audio visual services and equipment.

**Benefits:**

Benefits include ten paid holidays, paid vacation and sick leave, participation in the Federal Employees Retirement System (FERS), Thrift Savings Plan (401k), and public transit subsidy. Optional participation in the Federal Employees Health Benefits Program (FEHB), Federal Employees Group Life Insurance Program (FEGLI), Flexible Benefits Program, Federal Long Term Care Insurance Program (FLTCIP), and Dental and Vision Insurance. Information can be found on our website, under Human Resources, at: [www.ca7.uscourts.gov](http://www.ca7.uscourts.gov).

**Application:** Please forward resume with cover letter and salary history to:

U.S. Court of Appeals - 7<sup>th</sup> Circuit  
Human Resources  
219 S. Dearborn Street - Rm. 1670  
Chicago, Illinois 60604  
Fax: 312-554-8077  
E-Mail: [ca7\\_HR@ca7.uscourts.gov](mailto:ca7_HR@ca7.uscourts.gov)

Resumes will be screened and only selected applicants will be contacted for interviews. Due to the anticipated large response to this announcement only those interviewed will be notified of the selection outcome. No telephone calls please.

The court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may elect to select a candidate from the original qualified applicant pool.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

The successful candidate for this position will be required to undergo a FBI background check.

Pursuant to the Immigration and Reform Act of 1986, selection is contingent upon providing proof of being legally eligible to work in and for the United States.

Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit

**THIS OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER**