

**UNITED STATES COURTS
SOUTHERN DISTRICT OF INDIANA
CAREER OPPORTUNITY**

Systems Support Specialist

(Announcement INSP 25-06)

Location: Indianapolis, Indiana

Position Type: Full Time Permanent

Opens: May 23, 2025

Closes: June 20, 2025

Salary: CPS CL 25 - CL 27 [\$49,345 - \$74,627]

(Starting salary based upon qualifications and experience. Promotion potential to CL 27 based on needs of court unit and skill level of incumbent)

POSITION SUMMARY

The Systems Support Specialist is a member of the shared services information technology team that performs end user support. The incumbent provides support services in installing and configuring computer hardware and software programs and performs troubleshooting for hardware and software systems. The position reports to the Help Desk Supervisor.

DUTIES AND RESPONSIBILITIES

The Systems Support Specialist will provide day-to-day support and training to staff in hardware and software programs, VDI, Mobile Device Management, PC's, mobile devices, printers, scanners, VOIP telephones and SharePoint. The incumbent will be responsible for help desk calls and e-mails, logging computer problems, and assisting with network access. Duties include, but are not limited to, the following: assist with creating user accounts; provide end-user training; install or assist in 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; perform inventory control duties; provide cabling support; prepare and maintain documentation and standard operating procedures and checklists for end users and other IT staff; install programs for local needs and train personnel in their use. Assist with managing and troubleshooting courtroom technology. Responsibilities also include occasional travel and on-call.

QUALIFICATIONS

Applicant must be a U.S. Citizen or eligible to work in the United States. For placement at CL-27, applicants must have a minimum of two years specialized experience including at least one year equivalent to work at CL26. Specialized experience is progressively responsible experience that is in, or closely related to, the work of the position, that has provided the knowledge, skills, and abilities to successfully perform the duties of the position. Experience should demonstrate excellent customer service and communication skills. Candidates must also be familiar with the latest available electronic technology and hardware and software programs, have a working knowledge of telephone and wireless systems, have knowledge of computer processes and capabilities, including a general understanding of case management systems, and be able to perform software and hardware maintenance and troubleshooting. Required qualifications include knowledge of maintenance and upgrades, and knowledge of PC's, Windows 11 programs installation. Preferred qualifications include experience with Microsoft Operating Systems and applications. Experience managing and configuring Apple devices including iPhones, iPads, and MacBooks. Applicants must have a high school diploma or equivalent, and preferably an associate degree in an information technology field. Knowledge or Certification in the following is a plus: Microsoft Certified Professional; Microsoft Certified System Administrator; Microsoft Certified Systems Engineer, SharePoint, and Microsoft Office Applications.

PERSONAL CHARACTERISTICS

Candidates must possess excellent communication and interpersonal skills, maturity, and judgment. Strong troubleshooting ability and attention to detail is critical. Being a team player and being flexible in a changing environment are essential characteristics. Applicant must be able to communicate effectively with all levels of end users.

BENEFITS AND HIRING POLICIES

The United States Courts offer benefits to full-time employees which include:

- Participation in the federal health, dental and vision programs of the employee's choice
- Participation in the Federal Employees Retirement System (FERS), including the Thrift Savings Plan - similar to a 401(k)
- Participation in a group life insurance program
- Participation in a group long-term disability insurance program.
- Participation in a long-term care insurance program
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis
- Credit for prior government service
- Paid annual and sick leave and applicable paid holidays

The United States Courts are part of the Federal Judiciary. As such, most employees fall under the Court Personnel System (CPS) as opposed to the General Schedule (GS) for federal employees of the Executive Branch. Although comparable to civil service in salary, leave, and insurance benefits, employees of the U.S. Courts have **EXCEPTED** service appointments. They are at-will employees appointed by the Court Unit Executive and can be terminated with or without cause by the Court. The incumbent selected for this vacancy will receive on-the-job training.

The District Court reserves the right to modify the conditions of this job announcement by withdrawing or filling more than one position described herein. The final candidate will be subject to a background check or investigation, and periodic re-investigations, if applicable, with retention contingent upon a favorable suitability determination. The Federal Financial Reform Act of 1994 mandates that net salary payments be transferred electronically by direct deposit.

PROCEDURES FOR APPLYING

Submit a cover letter, completed application (AO-78) and resume via e-mail to HRSubmit@insp.uscourts.gov **with Systems Support Specialist 25-06 in subject line**. E-mailed documents must be in single PDF file. Zip files will not be accepted. Due to the anticipated number of applications, only the best qualified applicants will be contacted for a personal interview.

Applications may be obtained at: <https://www.insp.uscourts.gov/career-opportunities>. To ensure consideration, completed application materials must be received by COB June 20, 2025.